



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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, MAY 21, 2024  
7:00 PM**

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

**Tuesday, May 21, 2024 – Business/Legislative**

**7:00 PM Meeting**

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

**Tuesday, June 11, 2024 – 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

**MAY 21, 2024**

**Mrs. Tamara Donahue**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of April 9, 2024 and the Business/Legislative Minutes of April 16, 2024.

### **II. NOMINATION FOR OFFICE OF TREASURER**

It is recommended that the Board accept the nominations for Office of Treasurer to serve for a one year term beginning July 1, 2024.

### **III. ONE-TIME SCHOLARSHIP**

It is recommended that the Board approve the creation of a one-time scholarship presented by The First Presbyterian Church of Castle Shannon.

#### For Information Only

The scholarship is in honor of Mr. Harry Graff, a former Keystone Oaks teacher who recently passed away. The scholarship would be awarded in 2025 to one graduating senior who plans to major in English.

### **IV. STUDENT AGREEMENT**

It is recommended that the Board approve the Agreement between Student 105375 and the Keystone Oaks School District.

### **V. STUDENT AGREEMENT**

It is recommended that the Board approve the Agreement between Student 102735 and the Keystone Oaks School District.

### **VI. 2024/2025 BOARD MEETING DATES**

It is recommended that the Board approve the 2024/2025 Board Meeting dates as listed below through the month of June 2025:

**August 13, 2024**

**August 20, 2024**

**September 10, 2024**

**September 17, 2024**

**Work Session**

**Business/Legislative Meeting**

**Work Session**

**Business/Legislative Meeting**

October 8, 2024 October 15, 2024	Work Session (Location: Parkway West) Business/Legislative Meeting
November 12, 2024 November 19, 2024	Work Session Business/Legislative Meeting
December 3, 2024 December 10, 2024	Reorganization/Work Session Business/Legislative Meeting
January 14, 2025 January 21, 2025	Work Session Business/Legislative Meeting
February 11, 2025 February 18, 2025	Work Session Business/Legislative Meeting
March 11, 2025 March 18, 2025	Work Session Business/Legislative Meeting
April 15, 2025 April 22, 2025	Work Session Business/Legislative Meeting
May 13, 2025 May 27, 2025	Work Session Business/Legislative Meeting
June 10, 2025 June 17, 2025	Work Session Business/Legislative Meeting

**VII. FOR DISCUSSION ONLY**

- 2024 Delegate Appointments - PSBA

**FOR INFORMATION ONLY**

- |             |  |                   |
|-------------|--|-------------------|
| <b>I.</b>   | Parkway West Career and Technology Center Report | <i>Mrs. Shaw</i>  |
| <b>II.</b>  | SHASDA Report                                    | <i>Mr. Raso</i>   |
| <b>III.</b> | PSBA/Legislative Report                          | <i>Mrs. Lydon</i> |
| <b>IV.</b>  | News from the Boroughs                           |                   |
| <b>V.</b>   | <b>EXECUTIVE SESSION</b>                         |                   |

# SUPERINTENDENT'S REPORT

MAY 21, 2024

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### **I. CONFIDENTIAL ADMINISTRATIVE ASSISTANT**

It is recommended that the Board appoint **Ms. Elisa Santiago** as a Confidential Administrative Assistant, effective May 6, 2024 at a salary of \$40,000.00 through the 2024/2025 school year.

### **II. SECOND READING POLICY 220: STUDENT EXPRESSION/DISSEMINATION OF MATERIALS**

It is recommended that the Board approve the SECOND READING of Policy 220: *Student Expression/Dissemination of Materials*.

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

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

### **IV. SECOND READING POLICY 704: MAINTENANCE**

It is recommended that the Board approve the SECOND READING of Policy 704: *Maintenance*.

### **V. SECOND READING POLICY 709: BUILDING SECURITY**

It is recommended that the Board approve the SECOND READING of Policy 709: *Building Security*.

### **VI. SECOND READING POLICY 805: EMERGENCY PREPAREDNESS AND RESPONSE**

It is recommended that the Board approve the SECOND READING of Policy 805: *Emergency Preparedness and Response*.

### **VII. SECOND READING POLICY 805.2: SCHOOL SECURITY PERSONNEL**

It is recommended that the Board approve the SECOND READING of Policy 805.2: *School Security Personnel*.

### **VIII. ABOLISHMENT OF POLICY**

It is recommended that the Board abolish the following policy:

Policy 907.1: *Classroom Visitations*

**IX. 2024/2025 CODES OF CONDUCT FOR STUDENTS**

The Administration recommends that the Board approve the 2024/2025 Codes of Conduct for the Elementary Schools, Middle School, and High School.

For Information Only

The Codes of Conduct are guidelines for student rights and responsibilities as addressed in Board Policy No. 235: *Students Rights and Responsibilities*.

**X. PROFESSIONAL DEVELOPMENT**

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

<b>Benjamin Stewart</b>	APSI Chemistry Wheeling Park High School Wheeling, West Virginia July 30 – August 2, 2024	\$3,300.00
<b>Paige Funk</b>	2024 WIDA Annual Conference	\$3,400.00
<b>Kathy Morrow</b>	David L. Lawrence Convention Center	(total for all)
<b>Jennifer Sadowski</b>	Pittsburgh, PA	
<b>Lauren Smathers</b>	October 16 – 18, 2024	

For Information Only

Funds for the 2024 WIDA Annual Conference will be paid for through Title III.

# EDUCATION REPORT

MAY 21, 2024

Mrs. Tamara Donahue, Chairperson

## BOARD ACTION REQUESTED

### I. ADOPTION OF TEXTBOOKS FOR THE 2024/2025 SCHOOL YEAR

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks:

<u>Textbook</u>	<u>Publisher</u>	<u>Cost</u>
<i>CKLA Skills &amp; Knowledge</i> – Kindergarten	Amplify	\$31,160.00 (190 copies + 6 year license)
<i>CKLA Skills &amp; Knowledge</i> – First Grade	Amplify	\$33,620.00 (205 copies + 6 year license)
<i>CKLA Skills &amp; Knowledge</i> – Second Grade	Amplify	\$31,160.00 (190 copies + 6 year license)
<i>CKLA Integrated</i> – Third Grade	Amplify	\$31,160.00 (190 copies + 6 year license)
<i>CKLA Integrated</i> – Fourth Grade	Amplify	\$29,520.00 (180 copies + 6 year license)
<i>CKLA Integrated</i> – Fifth Grade	Amplify	\$30,340.00 (185 copies + 6 year license)

#### For Information Only

All costs to be paid from the ESSER Grant.

### II. WATERFRONT LEARNING

It is recommended that that Board approve the Allegheny Intermediate Unit Services Agreement 2024/2025 Addendum: Waterfront Learning Services and Agreement between the Allegheny Intermediate Unit and the Keystone Oaks School District.

#### For Information Only

Waterfront Learning offers flexible virtual education program options within the District.

# PUPIL PERSONNEL REPORT

MAY 21, 2024

Dr. William P. Stropkaj

## **BOARD ACTION REQUESTED**

### **I. ALLEGHENY INTERMEDIATE UNIT – SERVICES AGREEMENT 2024/2025**

The Administration recommends that the Board approve the Allegheny Intermediate Unit's Services Agreement for the 2024/2025 school year.

#### For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.

### **II. ALLEGHENY INTERMEDIATE UNIT – SPECIAL EDUCATION ADDENDUM 2024/2025**

The Administration recommends that the Board approve the Allegheny Intermediate Unit's Special Education Addendum 2024/2025.

#### For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.

### **III. ADELPHOI EDUCATION SERVICES AGREEMENT**

It is recommended that the Board approve the Agreement between Adelphoi Education Services and the Keystone Oaks School District for the 2024/2025 school year.

### **IV. PITTSBURGH ABA SCHOOL EDUCATIONAL PLACEMENT SERVICE AGREEMENT**

It is recommended that the Board approve the Educational Placement Agreement between Pittsburgh Behavioral Services, Inc. and the Keystone Oaks School District for the 2024/2025 school year.

### **V. ACLD TILLOTSON SCHOOL AGREEMENT**

It is recommended that the Board approve the Educational Services Contract and Agreement between ACLD Tillotson School and the Keystone Oaks School District for the ACLD 2024 Summer Learning Program



**VI. ALLEGHENY INTERMEDIATE UNIT HEAD START LEASE AGREEMENT**

It is recommended that the Board approve the Allegheny County Intermediate Unit Head Start Lease Agreement with the Keystone Oaks School District at an amount of \$4,800.00, payable in 12 installments of \$400.00 effective September 1, 2024 through June 30, 2027.

For Information Only

The space rental is for a classroom at Dormont Elementary School.

**VII. COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

It is recommended that the Board approve the Memorandum of Agreement Dual Enrollment Programs between the Community College of Allegheny County and the Keystone Oaks School District effective December 1, 2023.

**VIII. SCHOOL COUNSELING DEPARTMENT – CHAPTER 339: COMPREHENSIVE GUIDANCE PLAN**

It is recommended that the Board approve the *School Counseling Department – Chapter 339: Comprehensive Guidance Plan* for the District, effective immediately.

# PERSONNEL REPORT

MAY 21, 2024

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

## BOARD ACTION REQUESTED

### I. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Michael Jancy	Custodian	May 22, 2024
Patience Sutherin	Custodian	April 22, 2024
Beverly Wallace	Custodian	May 6, 2024

### II. APPOINTMENT

#### 1. Professional Employee

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, the Administration recommends the employment of:

**Amanda Rutkauskas**  
Teacher – Special Education – Middle School  
Effective – August 19, 2024  
Salary - \$52,500.00 (M, Step 2)

### III. POST SEASON COACHING STIPEND

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$100.00 per week:

#### Baseball

Nick Riggle	\$100.00
Toby Liebro	\$100.00

#### Softball

Keith Buckley	\$100.00
Abrielle Clasper	\$100.00

**Tennis**

Leslie Leopold	\$100.00
Kieran Gorman	\$100.00

**Track**

Jim Feeney	\$200.00
Lauryn Greggs	\$200.00
Donnie Burns	\$100.00
Kobe Philippi	\$100.00

**IV. FAMILY AND MEDICAL LEAVE**

It is recommended that the Board approve the following individuals for Family and Medical Leave:

Employee #3723 – Effective April 17, 2024 – July 12, 2024

Employee #5144 – Effective April 30, 2024 – May 31, 2024

Employee #4976 – Effective May 9, 2024 – January 10, 2024

Employee #5167 – Effective October 3, 2024 – January 14, 2025

Employee #1695 – Effective April 24, 2024 – June 11, 2024

**V. UNPAID PERSONAL LEAVE**

It is recommended that the Board approve Employee #3668 for an Unpaid Personal Leave for the 2024/2025 school year.

# FINANCE REPORT

MAY 21, 2024

Mr. Nafis Hill, Chairperson

## **BOARD ACTION REQUESTED**

### **I. APPROVAL OF THE 2024/2025 PROPOSED FINAL BUDGET**

The Administration recommends the adoption of the 2024/2025 Proposed Final budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 22, 2024.

#### For Information Only

At this time, the 2024/2025 Proposed Final Budget is estimated at expenditures of \$49,889,095.00. The expected revenues will be \$49,889,095.00 with the levying of 21.5713 mills. The approval of the 2024/2025 Final General Budget is scheduled for June 18, 2024.

### **II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH APRIL 30, 2024**

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

A. General Fund as of April 30, 2024 (Check No. 71959-72185)	\$1,211,280.86
B. Food Service Fund as of April 30, 2024 (Check No. 9834-9846)	\$113,401.66
C. Athletics as of April 30, 2024 (3482-3483)	\$450.00
D. Capital Reserve as of April 30, 2024 (None)	\$0.00
<b>TOTAL</b>	<b>\$1,325,132.52</b>

### **III. DONATION FOR HIGH SCHOOL MUSIC DEPARTMENT'S STEEL DRUMS**

It is recommended that the Board accept a donation in the amount of \$10,000.00 from Montour School District for the steel drums.

#### For Information Only

Years ago, the Keystone Oaks High School had a steel drum band. Since the band has not been in existence for many years, the drums have become rusted, not being cared for and banged up. It would cost in excess of \$50,000.00 to repair the drums. Montour School District would acquire the drums with this donation.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2023 – 2024 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2023-2024 BUDGET TOTAL</b>	<b>2023-2024 10 MONTH APRIL/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 32,672,317	\$ 32,064,871	\$ (607,446)
7000	State Revenue Sources	\$ 13,333,933	\$ 10,602,647	\$ (2,731,286)
8000	Federal Revenue Sources	\$ 805,962	\$ 1,379,683	\$ 573,721
<b>Total Revenue</b>		<b>\$ 46,812,212</b>	<b>\$ 44,047,201</b>	<b>\$ (2,765,011)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 20,607,107	\$ 14,097,000	\$ 6,510,107
200	Benefits	\$ 13,416,990	\$ 8,257,879	\$ 5,159,111
300	Professional/Technical Services	\$ 1,929,206	\$ 1,782,280	\$ 146,926
400	Property Services	\$ 1,493,800	\$ 1,311,116	\$ 182,684
500	Other Services	\$ 5,446,273	\$ 4,369,848	\$ 1,076,425
600	Supplies/Books	\$ 1,715,234	\$ 1,405,097	\$ 310,137
700	Equipment/Property	\$ 1,015,150	\$ 1,141,861	\$ (126,711)
800	Other Objects	\$ 87,100	\$ 371,061	\$ (283,961)
900	Other Financial Uses	\$ 1,101,352	\$ 2,709,395	\$ (1,608,043)
<b>Total Expenditures</b>		<b>\$ 46,812,212</b>	<b>\$ 35,445,538</b>	<b>\$ 11,366,674</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 8,601,663</b>	<b>\$ 8,601,663</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2024**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 04/01/2024	\$ 264,524.22	\$ 49,448.24
Deposits	\$ 33,490.51	\$ 1,466.54
Subtotal	\$ 298,014.73	\$ 50,914.78
Expenditures	\$ 9.99	\$ 1,496.80
Cash Balance - 04/30/2024	\$ 298,004.74	\$ 49,417.98

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF APRIL 30, 2024**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 717,270
PAYROLL (pass-thru account)	\$ 6,909
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 49,418
PLGIT	\$ 12,070,844
FNB MONEY MARKET	\$ 1,035,705
PSDLAF	\$ 175,755
INVEST PROGRAM	\$ 196,543
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,121,001
COMPENSATED ABSENCES	\$ 459,677
	<u><u>\$ 16,833,122</u></u>
 <b>CAFETERIA FUND</b>	
FNB BANK	\$ 592,819
PLGIT	\$ 1,580,159
	<u><u>\$ 2,172,977</u></u>
 <b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 44,109
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 869
	<u><u>\$ 44,978</u></u>
 <b>GRAND TOTAL</b>	 <u><u>\$ 19,051,078</u></u>

# ACTIVITIES & ATHLETICS REPORT

MAY 21, 2024

Mr. Thomas LaPorte, Chairperson

## **BOARD ACTION REQUESTED**

### **I. APPROVAL OF THE INTERSCHOLASTIC ATHLETICS FOR THE 2024/2025 SCHOOL YEAR**

Per Policy 123: *Interscholastic Athletics*, it is recommended that the Board approve the following Interscholastic Athletics for the 2024/2025 school year:

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Cheerleading (HS)	Basketball, Boys (HS)	Baseball (HS)
Cheerleading (MS)	Basketball, Boys (MS)	Softball (HS)
Cross Country (HS)	Basketball, Girls (HS)	Softball (MS)
Cross Country (MS)	Basketball, Girls (MS)	Tennis, Boys (HS)
Dance Team (HS)	Swimming, Co-Ed (HS)	Track, Co-Ed (HS)
Football (HS)	Volleyball (MS)	Track, Co-Ed (MS)
Football (MS)	Wrestling (HS)	Volleyball, Boys (HS)
Soccer, Boys (HS)	Wrestling (MS)	
Soccer, Boys (MS)		
Soccer, Girls (HS)		
Soccer, Girls (MS)		
Swimming, Co-Ed (MS)		
Tennis, Girls (HS)		
Volleyball, Girls (HS)		
Volleyball, Girls (MS)		

### **II. APPROVAL OF ACTIVITIES FOR THE 2024/2025 SCHOOL YEAR**

Per Policy 122: *Extracurricular Activities*, it is recommended that the Board approve the following activities for the 2024/2025 school year:

Allies (HS)  
Art Club (Aiken)  
Best Friends Club (HS)  
Best Friends Club (MS)  
Best Friends Club (Myrtle)  
Chess Club (MS)  
Craft Club (MS)  
Environmental Club (HS)  
Environmental Club (MS)  
Fashion Club (MS)  
FBLA (HS)

FCCLA (HS)  
 French Club (HS)  
 Girls who Code (HS)  
 Intramurals (Aiken)  
 Intramurals (Dormont)  
 Intramurals (MS)  
 Intramurals (Myrtle)  
 Junior/Senior Class  
 Line Dancing (MS)  
 Marching Band  
 Math Club (HS)  
 Medical Careers Club (HS)  
 Mileage Club (Aiken)  
 Mileage Club (Dormont)  
 Musical (Elementary)  
 Musical (HS)  
 Musical (MS)  
 National Honor Society (HS)  
 Nature Club (Myrtle)  
 Newspaper Club (MS)  
 Odyssey of the Mind  
 Pep Club (HS)  
 PJAS (HS)  
 Robotics (MS)  
 Science Club (HS)  
 Spanish Club (HS)  
 Stage Crew (HS)  
 Strength Club (HS)  
 Student Senate (HS)  
 Student Senate (MS)  
 Technology Club (HS)  
 Varieties  
 Yearbook (HS)  
 Yearbook (MS)

**III. ATHLETIC BIDS – WINTER AND SPRING 2024/2025**

It is recommended that the Board approve the **Winter and Spring Bids** for the 2024/2025 school year in the amount of \$35,292.20 to the following companies:

<b>Century Sports Inc.</b>	\$34,807.44
<b>MF Athletic Co. Inc.</b>	\$228.00
<b>Pyramid School Products</b>	\$256.76



#### **IV. COMPETITIVE EVENTS**

It is recommended that the Board approve the following Competitive Events:

##### **FBLA National Leadership Conference (Level III)**

Orlando, Florida

June 29 – July 2, 2024

Number of Students – 1

District Funds Requested for Student - \$500.00

District Funds Requested for Sponsor - \$3,650.00

Maximum District Funds Requested - \$4,150.00

##### **Odyssey of the Mind – World Competition (Level III)**

Iowa State University

May 21 – 24, 2024

Number of Students – 28

District Funds Requested for Students - \$14,000.00

District Funds Requested for Sponsor and three (3) coaches - \$8,674.11

Maximum District Funds Requested - \$22,674.11

KEYSTONE OAKS SCHOOL DISTRICT

# Policy

AND POSTING

# Guide



Policy No. 220

Section PUPILS

Title STUDENT EXPRESSION/  
DISSEMINATION ~~DISTRIBUTION~~  
OF MATERIALS

Adopted AUGUST 21, 1989

Last Revised DECEMBER 12, 2017;  
OCTOBER 19, 1998

<p>Section 1</p>	<p style="text-align: center;"><b>POLICY NO. 220 STUDENT EXPRESSION/<del>DISSEMINATION DISTRIBUTION AND POSTING</del> OF MATERIALS</b></p> <p><b><u>Purpose</u></b></p> <p>The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate non-school <del>distribute and post</del> materials to others <del>in areas designated for posting</del> as a part of that expression. The Board also recognizes that the exercise of that right <del>is not</del> <b>must be unlimited and must be balanced with</b> <del>by</del> the District's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.</p> <p>This policy addresses student expression in general <b>as well as dissemination of expressive and distribution and posting of</b> materials that are not part of district-sponsored activities (<b>non-school materials</b>). <del>Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the school district's educational program.</del></p> <p>This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the District, which shall be regulated separately as</p>	<p>Title-22 PA CodeSee: 12.9</p>
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**POLICY NO. 220**  
**STUDENT**  
**EXPRESSION/~~DISSEMINATION~~~~DISTRIBUTION~~ AND**  
**~~POSTING~~ OF MATERIALS**

part of the District's educational program.

**Section 2**

**Definitions**

For the purposes of this policy, **dissemination** shall mean students distributing or publicly displaying non-school materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the District.

~~**Distribution**—students handing non-school materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.~~

**Expression** —means verbal, written, technological or symbolic representation or communication ~~including the wearing of buttons, badges or armbands.~~

**Non-school materials** —means any printed, technological or written materials, regardless of form, source, or authorship,

**POLICY NO. 220**  
**STUDENT**  
**EXPRESSION/~~DISSEMINATION~~~~DISTRIBUTION~~ AND**  
**~~POSTING~~ OF MATERIALS**

~~meant for posting or general distribution to others~~ that are not prepared as part of the curricular or **approved** extracurricular programs of the District.; **This includes**ing, but **is** not limited to, fliers, invitations, announcements, pamphlets, posters, **online discussion areas and digital**~~internet~~ bulletin boards, personal websites and the like.

~~**Posting**—publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like.~~

**Section 3**

**Authority**

Limitations on Student Expression

Students have the right to express themselves -unless such expression is likely to or does materially ~~and~~**or** substantially **disrupt or** interfere with the educational process including school activities, school work, or discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's ~~individual's~~ rights. **Student expression is prohibited to the extent that it:**

1. **Violates federal, state or local laws, Board policy or district rules or procedures;**
2. **Is defamatory, obscene, lewd, vulgar or profane;**
3. **Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;**
4. **Incites violence, advocates use of force or threatens serious harm to the school or community;**

~~Title-22 PA~~  
**CodeSee. 12.9**

**22 PA Code 12.2**

**POLICY NO. 220  
STUDENT  
EXPRESSION/~~DISSEMINATION DISTRIBUTION AND  
POSTING~~ OF MATERIALS**

5. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to ~~fully governed by~~ this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

~~In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm~~

SC 510, 511  
~~Title 22 PA~~  
CodeSec. 12.2, 12.9

~~SC-510  
Title 22 Sec. 12.9~~

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~~to the school or community; encourages unlawful activity; or interferes with another's rights.~~

~~The Board shall require that distribution and posting of non-school materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.~~

**Section 4**

**Guidelines**

**Unprotected Student Expression**

~~The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:~~

- ~~1. Libel of any specific person or persons.~~
- ~~2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.~~
- ~~3. Using obscene, lewd, vulgar or profane language—whether verbal, written or symbolic.~~
- ~~4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.~~
- ~~5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or~~

~~Title 22 Sec. 12.2~~

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~~interfere with another's rights including civil rights.~~

- ~~6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.~~

~~Spontaneous student expression which is otherwise protected speech is not prohibited by this section.~~

**Discipline for Engaging in Unprotected Expression**

~~The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off-campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.~~

**Dissemination~~istribution~~ of Non-school Materials**

The Board requires that dissemination of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

The Board requires that students who wish to disseminate~~distribute or post~~ non-school materials on school property shall obtain approval by submitting~~submit~~ them at least two (2) full business days in advance ~~of planned distribution or posting~~ to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the

SC 510  
22 PA Code 12.9

~~Title~~ 22 PA  
Code~~Sec.~~ 12.9

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materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed non-school materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed non-school materials displayed in a fixed location of a school building shall bear the date when placed in each location. The District may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

~~The building principal or designee shall notify the students prior to the planned distribution or posting whether they may post or distribute the material or whether they may not post or distribute the materials because the materials constitute a violation of Board policy.~~

~~All non-school materials shall include the name of the student who is distributing or posting the non-school material or who represents an organization or group distributing or posting the material, and the name of any such organization or group.~~

~~Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist from such distribution if the materials are later found to be unprotected expression under this policy.~~

~~Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall~~



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~~schedule the event so that they do not miss instructional time themselves.~~

~~The building principal or designee shall determine the appropriate time, place, and manner for distribution, consistent with avoiding disruption to the education process and normal school activities. Considering that alternate means of distribution will be provided, students shall not distribute hard copy of written material in hallways or otherwise inside of the school building except as authorized by the building principal.~~

**Posting of Non-school Materials**

~~If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.~~

~~Such materials shall be limited to announcing the time, place, and purpose of meetings and events.~~

~~Such materials shall be officially dated, and the District may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.~~

**Review of Student Expression**

Review of non-school materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and apart from regarding ~~and shall not be prohibited except as to~~ time, place and manner, ~~shall not be restricted unless of distribution,~~

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 220 STUDENT EXPRESSION/<del>DISSEMINATION</del><del>DISTRIBUTION</del> AND <del>POSTING</del> OF MATERIALS</b></p> <p><del>or if</del> the expression <del>involved</del> violates some other <del>aspect</del><del>part</del> of this policy, e.g., because it is independently determined to be in <del>violation</del><del>unprotected expression under the standards and definitions</del> of this policy for reasons other than the religious nature of the content.</p> <p><del>The review for unprotected expression shall be reasonable and not calculated to delay distribution.</del></p> <p>Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district <del>regulations</del><del>or</del> procedures.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be <del>disseminated</del><del>distributed</del> in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit <del>dissemination</del><del>distribution</del> of non-school materials to non-instructional times.</p> <p>When student dissemination of non-school materials or other student expression violates this policy, the building principal <del>Disciplinary action</del> may <del>be</del> determined what if any disciplinary or other consequences should be imposed <del>by the administrators for students who distribute or post non-school materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist.</del> Disciplinary actions shall be in accordance with applicable Board policy and the <del>included in the disciplinary</del> Code of Student Conduct.</p> <p>The Superintendent shall ensure that building principals and other staff involved in reviewing non-school materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to</p>	<p>Pol. 219</p> <p>Pol. 113.1, 218</p>
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regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

This Board policy and any ~~administrative regulations or~~ procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

References:

School Code – 24 P.S. Sec. 510, 511

State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.9

Board Policy – 113.1, 218, 219

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 227

Section PUPILS

Title CONTROLLED SUBSTANCES/  
PARAPHERNALIA

Adopted AUGUST 21, 1989

Last Revised JUNE 25, 2015;  
NOVEMBER 16, 2009;  
OCTOBER 19, 1998

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 227 CONTROLLED SUBSTANCES/PARAPHERNALIA</b></p> <p><b><u>Purpose</u></b></p> <p>The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.</p> <p><del>The Keystone Oaks School District prohibits the use, possession, sale, distribution, and consumption of any amount, and/or the procurement or solicitation of alcohol, restricted drugs, or look alike drugs, or any aspect of any transaction relating thereto, while a student is attending school or at any school sponsored or school approved activity, occurring before, during or after school hours, at school or on any School District property, and/or while traveling to and from school in a School District provided vehicle. The School District also prohibits the possession, use or distribution or any aspect of any such transaction with respect to drug paraphernalia on school property, in school lockers, on school buses, at school stops, or at any school sponsored activity. Finally, the Keystone Oaks School District prohibits the use and/or consumption of any amount of alcohol or restricted drugs prior to attending school, or at any school sponsored activity.</del></p> <p><del>Violation of this policy shall be cause for a student to be disciplined in accordance with Board Policy No. 233-</del></p>	
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**POLICY NO. 227  
CONTROLLED SUBSTANCES/PARAPHERNALIA**

~~*Suspension and Expulsion.*~~

**Section 2**

**Definitions**

For purposes of this policy, controlled substances shall include all:

1. **Controlled substances prohibited by federal and state laws. ~~Restricted Drugs~~**—Includes opiates, hallucinogens, marijuana, steroids, barbiturates, heroin, morphine, alcohol, cocaine, tranquilizers, amphetamines, mood altering inhalants, and any and all those substances as designated as “controlled substances” and prohibited by the ~~Controlled Substance Drug, Device and Cosmetic Act, or any comparable or related state or federal statute or regulation.~~
2. **Look-a-Like ~~Drugs, Substance, Liquid or Device~~**—A non-controlled drug, substance, liquid or device which, in its overall appearance substantially resembles in size, shape, color and/or markings or lack thereof, a controlled substance, drug, liquid, alcoholic substance or device, or which is packaged or enclosed in a container substantially similar to that accompanying or containing a specific controlled substance, liquid, drug, alcoholic substance or device.
3. **Alcoholic beverages ~~Substance~~**—A substance intended for consumption with percentage alcohol content, including but not limited to liquor, beer, wine and grain alcohol. A substance containing alcohol for medical purposes and necessary to the treatment of an existing condition shall not be included within this definition if properly registered with the school nurse.
- 3.4. **Anabolic steroids.**
5. **Drug Paraphernalia**—Includes those items listed in the ~~Controlled Substance, Drug, Device and Cosmetic Act, as well as any material(s) fashioned with the intent to use. Drug paraphernalia shall also include any forged, stolen, or blank prescription forms.~~

35 P.S. ~~See:~~ 780-102  
21 U.S.C. ~~See~~ 812

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- 6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- 7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
- 4.8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

Pol. 210, 210.1

- ~~5. **Use**—Means to ingest, inhale, inject, imbibe or otherwise cause a restricted drug or alcohol to reach the bloodstream or digestive tract.~~
- ~~6. **Possession**—The possession of any restricted drug, alcohol, any material purported to be such (look-alike or imitation drugs) or drug paraphernalia. The finding of any such restricted materials in a student’s locker shall be deemed to constitute possession by the student. Any such restricted materials found in an automobile used by a student and located on school property shall also result in the student being deemed to be in possession of the restricted material.~~
- ~~7. **Distribution**—To give possession of a restricted drug, alcohol, any material purported to be such (look-alike or imitation drugs) or drug paraphernalia to another person, whether or not for compensation for sale.~~
- ~~8. **Student Assistance Team**—School District designated multidisciplinary team trained in awareness and understanding of chemical use, abuse and dependency. The responsibility of the Team is to receive referrals, collect, and analyze data concerning each referral, and to make recommendations regarding each referral.~~
- ~~9. **Cooperative Behavior**—The willingness of the student to work with staff and school personnel in a reasonable and helpful manner. Cooperative behavior shall include, but not be limited to, the student’s compliance with requests and/or recommendations made by the Student Assistance Team.~~

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~~10. **Uncooperative Behavior**—Includes the resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, destruction of property and flight shall constitute examples of uncooperative student behavior. For purposes of this policy, uncooperative behavior shall also include refusal of the student and/or his or her parent or guardian to comply with the requests and/or recommendations of the Student Assistance Team.~~

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

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

**Section 3**

**Authority**

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

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

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

SC 510, 511  
22 PA Code 12.3

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

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Off-Campus Activities

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.

Pol. 218

**Section 3**

**Restrictions on Student Conduct/ Procedures**

- ~~1. The possession, sale, use and/or distribution of any amount of alcohol, restricted drugs, look-alike drugs or drug paraphernalia are strictly forbidden. This prohibition applies while a student is on school grounds, is anywhere during a school sponsored activity, occurring before, during, and/or after school hours, is anywhere under the jurisdiction of the school district or while using school district provided transportation. Students in violation of the prohibition will be subject to the provisions and procedures contained in Board Policies regarding suspension or exclusion from school.~~
- ~~2. The use by any student of any amount of alcohol or restricted drugs prior to attending school or any school sponsored activity or event, or being carried by school district provided transportation, regardless of the time of day of his/her attendance at school or the school sponsored activity or event, or the time of day of the transportation, and/or regardless of the location of the activity or event, is also strictly prohibited, and will subject the student to suspension or expulsion from school in accordance with applicable Board policies.~~
- ~~3. The appropriate school authorities, building principal or designee, shall notify the police and/or other appropriate authorities of any incident in violation of this policy and obtain positive identification of the substance involved as expeditiously as possible.~~
- ~~4. A student may not possess or use any prescription or non-prescription drug except in accordance with district policies. Notwithstanding the foregoing, a student who brings a prescription or non-prescription drug to school in compliance with the aforementioned policies shall still be prohibited from selling or otherwise distributing the~~

SC 510, 511  
Title 22 Sec. 12.3



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~~drug to any other individual.~~

~~5.—Any student who, prior to being cited or investigated for a violation of this policy, voluntarily comes to a district staff member seeking help for a drug or alcohol use/abuse problem shall be exempt from the disciplinary aspects of this policy. This exemption shall be granted if, in his/her professional opinion, the Superintendent, principal or designee, believes that the student is acting in good faith to seek help to address his or her problem.~~

~~6.—Any student engaged in activities prohibited by this policy will be referred to the Student Assistance Team. The Student Assistance Team will process the student as a referral, issue behavioral assessment forms to the teacher(s) of the student, collect and evaluate the feedback, and interview the student and/or parents or guardians.~~

~~a.—Recommendations will be established and discussed with the Administration. Final recommendations will be made to the student and his/her parents or guardians by the Administration at a recommendation conference.~~

~~b.—With the exception of those students referred to in paragraph (5) above, a student who does not agree to and comply with the Administration's recommendations within two (2) weeks of the recommendation conference may be subject to further disciplinary action by the Administration and Board of School Directors.~~

~~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.~~

~~Title 22 Sec. 10.23  
20 U.S.C. Sec.  
1400 et seq.  
Pol. 113.1, 825~~

**Section 4**

**Delegation of Responsibility**

The Superintendent shall develop administrative -regulations to

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 227</b> <b>CONTROLLED SUBSTANCES/PARAPHERNALIA</b></p> <p>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, <a href="#">persons in parental relation</a><del>parents/guardians</del> 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>SC 1302.1-A, 1303-A 42 Pa. C.S.A. <del>See:</del> 8337</p>
	<p><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 possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the <a href="#">person in parental relation</a><del>parent/guardian</del> of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the <a href="#">person in parental relation</a><del>parent/guardian</del> when the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the <a href="#">person in</a></p>	<p>Pol. 218, 233, <a href="#">236</a></p> <p>SC 1302.1-A, 1303-A <del>Title-22 PA</del> <del>CodeSee:</del> 10.2, 10.21, 10.22 Pol. <del>805.125</del></p> <p><del>Title-22 PA</del> <del>CodeSee:</del> 10.2, 10.25 Pol. <del>805.125</del></p>

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parental relation ~~parent/guardian~~.

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

SC 1303-A  
Pol. 805.125

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 ~~or~~ rehabilitate the potential abuser without the intelligent, voluntary and ~~aware~~ ~~informed~~ consent of the student and ~~person in parental relation~~ ~~parent/guardian~~.

**Transfer Students**

~~When the District receives a student who transfers from a public or private school during an expulsion period for an offense involving drugs or alcohol, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.~~

~~The Administration shall request a certified copy of the student's disciplinary record from the school of last enrollment and shall delay the entrance of the student until such documentation is provided.~~

~~Upon finding that a newly enrolled student is presently expelled from any private or public school for an act or offense involving drugs or alcohol, the Administration shall assign the student to an assignment other than what would have been his/her "regular" educational assignment, or provide alternative education services. Under no circumstances may the alternative assignment exceed the period of expulsion imposed by the private school or other public school. Written notice of the alternative assignment or the alternative education services shall be provided to the parent/guardian of the student within a reasonable time period. The Administration shall advise the student and his/her parents that he/she shall not be permitted to participate in the regular educational programs of the Keystone Oaks School District (including its extracurricular programs)~~

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~~until the remainder of the period of the suspension has elapsed. During the remainder of the period of suspension, however, the student shall be provided the opportunity to make up any schoolwork assigned by Keystone Oaks personnel during the remainder of the period of the suspension.~~

~~Upon finding that a newly enrolled student is presently expelled from any private or public school for an offense other than a drug or alcohol offense, the Administration shall advise the Board of School Directors. The decision of whether to require the student to continue to serve the remainder of the expulsion by the other school entity shall be made by the Board of School Directors, or a duly designated Committee thereof, following a hearing held solely for the purpose of determining the legitimacy of continuing the expulsion. At such a hearing, the expulsion shall be presumed to be a valid disciplinary action which may be rebutted by the student and/or his/her parents/guardians only by clear and convincing evidence.~~

- ~~1. At such a hearing, the prior determination of guilt by another school entity will be binding on the Board of School Directors and shall not be subject to questions. Parents are estopped from challenging the student's guilt.~~
- ~~2. The student shall be required to serve the remainder of the expulsion where the student's guilt is established (by prior record information from the former school entity) and the Keystone Oaks Board of School Directors (or a Committee thereof) determines that expulsion is the appropriate punishment.~~

~~Nothing set forth herein shall impact upon the rights, if any, of special needs students in this situation.~~

**Anabolic Steroids**

The Board prohibits the use of anabolic substance 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

35 P.S. ~~Sec.~~ 807.1

<p><b>Section 6</b></p>	<p style="text-align: center;"><b>POLICY NO. 227 CONTROLLED SUBSTANCES/PARAPHERNALIA</b></p> <p>are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid if prescribed for a valid medical use.</p> <p>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.</p> <p>The Board prohibits coaches, sponsors, and other representatives of the District from encouraging, supplying, promoting, or condoning the use of performance or body enhancing drugs (prescription and non-prescription) or supplements.</p> <p><b><u>Reasonable Suspicion/Testing</u></b></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><b><u>Prevention/Awareness</u></b></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. <del>Consideration must also be given to the legal rights and responsibilities of the students and parents/guardians, staff, and school administration.</del></p> <p>Prevention efforts are to be directed toward the dissemination of information that increases the level of awareness of students and <del>persons in parental relation</del> <del>parents/guardians</del>. Prevention also focuses on the implementation of developmental experiences which enhance the ability of students to make responsible decisions.</p>	<p>35 P.S. <del>See:</del> 807.2 Pol. 233</p> <p>Pol. 236, 236.1</p>
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~~The District's instructional program will consist of a coordinated K-12 drug and alcohol curriculum which is a part of the planned course of study for health and which is in accordance with the state standards.~~

~~Counselors will reinforce the instructional program by providing group guidance programs to students. The focus of these programs at the prevention level will be to reinforce awareness and to develop good health practices, self-esteem, coping and decision-making skills and conflict resolution skills.~~

~~Intervention is required or warranted when a student is identified as a student at risk and/or the behavior of the student jeopardizes his/her health, safety, or welfare or that of other students or staff. In addition, intervention is mandated when a student is observed using alcohol or restricted drugs.~~

~~The Student Assistance Team functions as a unit to facilitate the identification, referral, and intervention processes. To assist the team, a drug and alcohol specialist from the base service units Alternative Drug/Alcohol Assessment Program is available to do a drug and alcohol student assessment within the schools. The specialist's assessment and recommendations are made available to the Team, student and student's family after requisite written permission is acquired.~~

~~Teachers, administrators, support staff, and parents/guardians initiate referrals to the Student Assistance Team as a result of observed changes in behavior, attendance and/or performance which may be drug or alcohol related. Referrals can also be initiated by peers, individual students and as a result of drug and alcohol policy violations. The Observable Behavior Checklist documents observable changes. Such documentation with additional data is necessary for the Team to begin its identification process and to develop intervention strategies. These strategies include, but are not limited to:~~

- ~~1. **In School Intervention Activities/Programs Implemented by School Personnel**—Activities promoting school spirit; assembly programs; extracurricular activities focusing on a drug and alcohol free environment; group guidance/health programs; parent/guardian seminars; special education services.~~

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~~2.—Out of School Intervention Activities Directed by Community and/or Agency Personnel—~~Informational services; parent/guardian seminars; recreational programs; resource networking; support groups.

~~3.—In School Counseling by School Personnel and Students—~~Individual and group counseling/self-esteem, coping skills, social skills, goal setting, health practices, conflict resolution skills, and peer mediation.

~~4.—Out of School Counseling by Drug and Alcohol/Mental Health Professionals—~~Private referrals to Drug and Alcohol Mental Health counseling professionals for students and families.

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**~~parent/guardian~~. It permits administrators and staff to take action necessary to protect and educate each student on a day-to-day basis.

Previously Revised: June 25, 2015; November 16, 2009; October 19, 1998

References:

School Code – 24 P.S. Sec. 510, 511, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.3,~~403.1~~

PA Controlled Substance, Drug, Device, and Cosmetic Act – 35 P.S. Sec. 780-102~~1 et seq.~~

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

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

	<p style="text-align: center;"><b>POLICY NO. 227</b> <b>CONTROLLED SUBSTANCES/PARAPHERNALIA</b></p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p><del>No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161</del></p> <p><del>Schedules of Controlled Substances Act – 21 U.S.C. Sec. 81201 et seq.</del></p> <p><del>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</del></p> <p>Board Policy – 103.1, 113.1, 113.2, 218, 210, 210.1, 233, 236, 236.1, 805.1<del>25</del></p>	
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# Policy Guide



Policy No. 704

Section PROPERTY

Title MAINTENANCE

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 704 MAINTENANCE	
Section 1	<p><b><u>Purpose</u></b></p> <p>Adequate maintenance of buildings, <del>grounds and</del> property and equipment is essential to fiscal responsibility and efficient management of the <del>d</del>District facilities.</p>
Section 2	<p><b><u>Authority</u></b></p> <p>The Board directs that a continuous program of inspection and maintenance of all <del>district school</del> buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.</p>
Section 3	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop and supervise <del>implement</del> a maintenance program which shall include:</p> <ol style="list-style-type: none"> <li>1. <del>a</del>Rregular program of maintenance, facilities repair and conditioning; improvement of buildings and facilities.</li> <li>2. <del>a</del>Critical spare parts inventory.;</li> <li>3. <del>an</del>Equipment replacement program.; and</li> <li>4. <del>a</del>Long-range plans for <del>program of</del> building modernization and conditioning.</li> </ol> <p><del>The Superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.</del></p>

SC 701, 742, 772

**POLICY NO. 704  
MAINTENANCE**

The Superintendent or designee shall develop a maintenance check list applicable to all district buildings.

Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Superintendent or designee as to the findings of that inspection.

The Superintendent or designees shall report periodically to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

Previously Revised: March 19, 2001

References:

PA School Code – 24 P.S. Sec. 701, 742, 772

# Policy Guide



Policy No. 709

Section PROPERTY

Title BUILDING SECURITY

Adopted \_\_\_\_\_

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

<b>POLICY NO. 709 BUILDING SECURITY</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.</p>
<b>Section 2</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>Building security shall be coordinated by the School Safety and Security Coordinator, with the cooperation of district administrators, building principals and district staff.</p> <p>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.</p>
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p>After the start of the school day, 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.</p> <p>References:</p> <p>Board Policy – Pol. 805, 805.2, 907</p>

# Policy Guide



Policy No. 805

Section OPERATIONS

Title EMERGENCY PREPAREDNESS AND RESPONSE

Adopted AUGUST 21, 1989

Last Revised DECEMBER 10, 2019

<b>POLICY NO. 805 EMERGENCY PREPAREDNESS AND RESPONSE</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>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.</p>	Pol. 705
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>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.</p> <p>The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies.</p> <p>The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.</p>	22 PA Code 10.24 35 Pa. C.S.A. 7701  Pol. 805.1  35 Pa. C.S.A. 7701 SC 1517, 1518

<b>POLICY NO. 805 EMERGENCY PREPAREDNESS AND RESPONSE</b>		
<b>Section 3</b>	<p><b><u>Definitions</u></b></p> <p><b>School security drill</b> – 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.</p> <p><b>School Safety and Security Assessment</b> – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.</p>	<p>SC 1517</p> <p>SC 1301-B</p>
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall collaborate with relevant stakeholders, including <b>persons in parental relation</b><del>parents/guardians</del>, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>The Superintendent or designee shall implement a communication system to notify <b>persons in parental relation</b><del>parents/guardians</del> of the evacuation or sheltering of students and to alert the entire school community when necessary.</p> <p>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.</p> <p>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.</p> <p>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 <b>D</b>istrict and availability of funding and resources.</p>	<p>SC 1517</p> <p>Pol. 805.1 SC 1303-A 22 PA Code 10.11</p> <p>SC 1301-B, 1303-B, <b>1314-B, 1315-B</b></p>
<b>Section 54</b>	<p><b><u>Guidelines</u></b></p>	

<b>POLICY NO. 805 EMERGENCY PREPAREDNESS AND RESPONSE</b>	
<p><u>Emergency Planning</u></p> <p>The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The District shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.</p> <p><del>Annually,</del> Appropriate information regarding the emergency preparedness plan shall be communicated to students, <a href="#">persons in parental relation</a><del>parents/guardians</del>, staff, the community and other relevant stakeholders.</p> <p>Annually, by September 30, the District shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.</p> <p>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.</p> <p><u>Continuity of Student Learning/Core Operations</u></p> <p>In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.</p> <p>State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.</p> <p>The District shall make provisions in the emergency preparedness plan <a href="#">and any applicable health and safety plan</a> for the continuity of student learning during school closings or</p>	<p><a href="#">SC 1302.1-A</a> 22 PA Code 10.24 35 Pa. C.S.A. 7701 <del>Pol. 804</del></p> <p>22 PA Code 10.24 35 Pa. C.S.A. 7701 Pol. 805.1</p> <p>35 Pa. C.S.A. 7701</p> <p>35 Pa. C.S.A. 7701 Pol. 804</p> <p>35 Pa. C.S.A. 7301 et seq</p> <p><a href="#">SC 520.1</a>, 1501, 1506 <a href="#">22 PA Code 11.2</a></p>

**POLICY NO. 805  
EMERGENCY PREPAREDNESS AND RESPONSE**

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:

Pol. 804

1. Web-based instruction.
2. Mailed lessons and assignments.

The continuity of core operations such as payroll and ongoing communication with staff, students and [persons in parental relation](#)~~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.

SC 1310-B, 1517, 1518

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.

Pol. 203, 203.1

The District shall provide mandatory training [for school staff](#)~~to school employees~~ on school safety and security, [in accordance with law and the standard specified by the state's School Safety and Security Committee](#): ~~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:~~

SC 102, 1310-B  
Pol. 833, 805.2

1. Situational awareness.
2. Trauma-informed approaches.
3. Behavioral health awareness.
4. Suicide and bullying awareness.
5. Substance use awareness.

Pol. 146.1, 833

Pol. 256, 8109

Pol. 227, 851

<b>POLICY NO. 805 EMERGENCY PREPAREDNESS AND RESPONSE</b>	
<p>6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. <b>This training must be conducted in person.</b></p> <p>7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, <b>other individuals</b>, school facilities, the community or <del>others</del> <b>the community</b>. <b>This training may be conducted in person or virtually.</b></p> <p><del>7.8.</del><b>Any other training as required by state law.</b></p> <p><b>The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the District's Professional Education Plan.</b> <del>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</del></p> <p><u><b>Required Drills</b></u></p> <p><i>Emergency Preparedness Drill -</i></p> <p>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.</p> <p><i>Fire Drills -</i></p> <p>The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.</p> <p><i>School Security Drills -</i></p> <p>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.</p> <p>The school security drill may take the place of a fire drill for the month in which it is conducted.</p> <p>The Superintendent or designee may conduct additional school</p>	<p>Pol. 805</p> <p>SC 1302-E Pol. 236.1</p> <p>SC 1205.2, 1310-B Pol. 833</p> <p>35 Pa. C.S.A. 7701</p> <p>SC 1517, 1518</p> <p>SC 1517</p> <p>SC 1517</p>



**POLICY NO. 805  
EMERGENCY PREPAREDNESS AND RESPONSE**

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:

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 **persons in parental relation**~~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.

Safe2Say Something Program

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

Previously Revised: **December 10, 2019**; March 19, 2001

SC 1517

SC 1517  
75 Pa. C.S.A. 4552

SC 1303-D  
**Pol. 236.1, 805,  
805.1, 805.2**

**POLICY NO. 805  
EMERGENCY PREPAREDNESS AND RESPONSE**

References:

School Code – 24 P.S. Sec. 102, [520.1](#), 1301-B, [1205.2](#), 1302.1-A, [1302-E](#), 1303-A, 1303-B, 1303-D, 1310-B, [1314-B](#), [1315-B](#), 1501, 1506, 1517, 1518

State Board of Education Regulations – 22 PA Code Sec. 10.11, 10.24, [11.2](#)

Health and Safety – 35 Pa. C.S.A. Sec. 7301 et seq, 7701

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 4552

Board Policy – [146.1](#), 203, 203.1, 227, [236.1](#), 256, [705](#), 804, 805.1, [805.2](#), 809, [819](#), [833](#), 851

# Policy Guide



Policy No. 805.2

Section OPERATIONS

Title SCHOOL SECURITY PERSONNEL

Adopted DECEMBER 10, 2019

Last Revised APRIL 19, 2022

<b>POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</b>	
<b>Section 1</b>	<p><b><u>Authority</u></b></p> <p>The Board may employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>School security personnel</b> – school police officers, school resource officers and school security guards. SC 1301-C</p> <p><b>Independent contractor</b> – an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the District for the purpose of performing school security services. SC 1301-C</p> <p><b>Third-party vendor</b> – a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law. SC 1301-C</p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. <a href="#">When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School</a> SC 1309-B</p> <p><a href="#">SC 1309-B</a></p>

	<p style="text-align: center;"><b>POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</b></p> <p>Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.</p> <p>The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.</p> <p>The School Safety and Security Coordinator shall report directly to the Superintendent and/or designee, and shall be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Oversee all school police officers, School Resource Officers (SROs), school security guards.</li> <li>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.</li> </ol> <p><del>The School Safety and Security Coordinator or designee shall be responsible for the following:</del></p> <ol style="list-style-type: none"> <li><del>3.</del> Collaborate with the Superintendent and/or designee(s) and the Director of Pupil Services to coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance use awareness, and emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations. <del>including fire, natural disaster, active shooter, hostage situation and bomb threat.</del></li> <li><del>4.</del> 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</li> </ol>	<p>SC 1309-B</p> <p>SC 1309-B</p> <p>Pol. 146.1, 227, 236, 236.1, 256, 805, 8109, 833, 851</p>
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<b>POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</b>	
<p>responsible for protecting and securing the District to discuss and coordinate school safety and security matters.</p> <p><del>3</del>.5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.</p> <p><del>4</del>.6. Serve on the District's threat assessment team(s) and participate in required training and the threat assessment process.</p> <p><del>5</del>.7. Coordinate School Safety and Security Assessments, <a href="#">School Safety and Security grant requirements</a> and respond to School Safety and Security surveys, as applicable.</p> <p><a href="#">The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators.</a></p> <p>By June 30 of each year, the School Safety and Security Coordinator or designee 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.</p> <p>The Board directs the School Safety and Security Coordinator or designee to include the following information in the annual report:</p> <ol style="list-style-type: none"> <li>1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and <del>any</del> additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.</li> <li>2. Reports of required emergency preparedness, fire, bus</li> </ol>	<p>SC 1302-E, Pol. 236.1</p> <p>Pol. 805 SC 1305-B, <a href="#">1314-B</a>, <a href="#">1315-B</a></p> <p><a href="#">SC 1309-B, 1316-B</a></p> <p>SC 1309-B Pol. 006</p> <p>SC 1302-E Pol. 236.1</p> <p>Pol. 805</p>

	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <p>evacuation and school security drills.</p> <ol style="list-style-type: none"> <li>3. Information on required school safety and security training and resources provided to students and staff.</li> <li>4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.</li> <li>5. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the District, information on referrals and services accessed by students and families, and identification of additional resources needed in the District.</li> <li>6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.</li> <li>7. Updates regarding the District’s Memorandum of Understanding with local law enforcement agencies.</li> <li>8. Updates to laws, regulations and/or Board policies related to school safety and security.</li> <li>9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.</li> <li>10. Information on grants or funding applied for and/or received in support of school safety and security efforts.</li> <li>11. Recommendations for future improvements to school security.</li> </ol> <p>A copy of the report shall be submitted to the state’s School Safety and Security Committee.</p> <p>The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.</p> <p>School security personnel may carry weapons, including</p>	<p>Pol. 805</p> <p>Pol. 235.1</p> <p>Pol 805.1</p> <p>SC 1309-B</p>
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<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <p>firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.</p> <p><b><u>Guidelines</u></b></p> <p><u>School Police Officers</u></p> <p>The District may employ or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.</p> <p>School police officer –</p> <ol style="list-style-type: none"> <li>1. A law enforcement officer employed by the District whose responsibilities, including work hours, are established by the district; or</li> <li>2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.</li> </ol> <p><i>Background Checks –</i></p> <p>Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for school police employed by the District and Board policy 818 for school police employed by an independent contractor or third-party vendor.</p> <p>The District shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the District and shall review a background investigation conducted for all school police employed by an independent contractor or third-party</p>	<p>SC 1301-C, 1302-C, 1310-C, 1311-C, 818, 850</p> <p>SC 1301-C, 1310-C, 1311-C</p> <p>Pol. 818</p> <p>SC 111, 111.1 23 Pa. C.S.A. 6344, 6344.3 Pol. 818, 850</p> <p>37 PA Code 241.5 44 PA Code 7301 et seq</p>
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**POLICY NO. 805.2  
SCHOOL SECURITY PERSONNEL**

vendor.

Following an offer of employment, the District shall request the separation record for a school police officer employed or contracted by the District, in accordance with applicable law and regulations for a law enforcement agency.

37 PA Code 241.6  
44 Pa. C.S.A. 7310

*Requirements –*

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

SC 1303-C

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

The District shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.

44 Pa. C.S.A. 7301  
et seq  
37 PA Code 241.1  
et seq

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

SC 1304-C

The District may request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.

SC 1302-C, 1305-C

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.

SC 1305-C  
22 PA Code 10.23,  
14.104, 14.133  
Pol. 113.1



<b>POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</b>	
<p>School police officers shall possess and exercise the following duties:</p> <ol style="list-style-type: none"> <li>1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.</li> <li>2. If authorized by the court, issue summary citations or detain individuals in school buildings, on school buses and on school grounds in the District until local law enforcement is notified.</li> <li>3. If authorized by the court, a school police officer who is a law enforcement officer employed by the District whose responsibilities, including work hours, are established by the District, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.</li> </ol>	<p>SC 1306-C</p>
<p>School police officers shall wear the assigned metallic shield or badge provided by the District in plain view when on duty.</p> <p><u>School Security Guards</u></p> <p>The District may employ or contract for one or more school security guards, in accordance with the provisions of law.</p> <p><b>School security guard</b> - an individual employed by the District or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.</p> <p><i>Background Checks –</i></p>	<p>SC 1307-C</p>
<p>Prior to receiving an offer of employment, all school security</p>	<p>SC 1301-C, 1314-C Pol. 818, 850</p> <p>SC 1301-C, 1311-C, 1314-C Pol. 818, <del>1314-C</del></p> <p>SC 111, 111.1</p>

<b>POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</b>	
<p>guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for school security guards employed by the District and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.</p>	<p>23 Pa. C.S.A. 6344, 6344.4 Pol. 818, 850</p>
<p>The District shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the District and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.</p>	<p>37 PA Code 241.5 44 Pa. C.S.A. 7301 et seq</p>
<p>Following an offer of employment, the District shall request the separation record for a school security guard employed or contracted by the District, in accordance with applicable law and regulations for a law enforcement agency.</p>	<p>37 PA Code 241.6 44 Pa. C.S.A. 7310</p>
<p><i>Requirements –</i></p> <p>School security guards shall provide the following services, as directed by the District:</p> <ol style="list-style-type: none"> <li>1. School safety support services.</li> <li>2. Enhanced campus supervision.</li> <li>3. Assistance with disruptive students.</li> <li>4. Monitoring visitors on campus.</li> <li>5. Coordination with law enforcement officials, including school police officers.</li> <li>6. Security functions which improve and maintain school safety.</li> </ol>	<p>SC 1314-C</p> <p>Pol. 907</p>
<p>School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.</p>	<p>SC 1314-C</p>

**POLICY NO. 805.2  
SCHOOL SECURITY PERSONNEL**

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

SC 1314-C

The District shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.

44 Pa. C.S.A. 7301 et seq  
37 PA Code 241.1 et seq

Previously Revised: April 19, 2022

References:

School Code – 24 P.S. Sec. 111, 111.1, 1301-C, 1302-C, [1302-E](#), 1303-E, 1303-C, 1304-C, 1305-B, 1305-C, 1306-C, 1307-C, 1309-B, 1309-C, 1310-C, 1311-C, 1313-C, [1314-B](#), 1314-C, [1315-B](#), [1316-B](#)

State Board of Education Regulations – 22 PA Code Sec. 10.23, 14.104, 14.133

Title 23 Domestic Relations – 23 Pa. C.S.A. Sec. 6344, 6344.3

Title 37 Municipal Police Officers’ Education and Training Commission – 37 PA Code Sec. 241.1 et seq, [241.5](#), 241.6

Title 42 Judiciary and Judicial Procedure – 42 Pa. C.S.A. Sec. ~~2303~~, 8953

Title 44 Law and Justice – 44 Pa. C.S.A. Sec. [7301 et seq](#), 7310

Title 53 Intergovernmental Cooperation – 53 Pa. C.S.A. Sec [2303](#)~~8953~~

Board Policy – Pol. 006, 113.1, 146, [146.1](#), 227, 235.1, 236, 236.1, 256, 805, 805.1, 818, 819, [833](#), 850, 851, 907, 909