Legislative Meeting

Monday, September 21, 2026 6:30 PM
Jefferson-Morgan Elementary Library, 1351 Jefferson Road, Jefferson, PA 15344

1. **Call to Order**

2. **Flag Salute- Mr. Beal**

3. **Roll Call- Mr. Beal**

4. **Acceptance of Minutes**

4.1. Acceptance of Minutes- Mr. Beal

5. **Acceptance of Agenda**

5.1. Acceptance of Agenda

6. **PSBA Honor Roll Presentation- Mrs. Janet Pennington**

6.1. Honor Roll School Board Service- Mr. Pochron & Mrs. Ellsworth

7. **Vistors**

7.1. Public Comment

7.2. District Police Officer- Brian Shuba

8. **Administrative Reports**

8.1. Superintendent: Dr.Brandon Robinson

8.2. Business Manager: Jennifer Foringer

8.3. MS/HS Principal & Assistant Superintendent - Wesley Loring

9. **Executive Session**

9.1. Executive Session

10. **Financial Report**

10.1. Treasurer's Report

10.2. Payment of Bills

10.3. Solicitor's Report

11. **Old Business**

12. **Board Committee Reports**

12.1. Athletics Committee Meeting- September 9th, 2026

12.2. Executive Session-September 9th, 2026

12.3. Planning Meeting- September 14th, 2026

12.4. Executive Session-September 14th, 2026

12.5. JOC- September 9th, 2026

13. **General Authorizations: Board Agreements, Contracts, Policies, and Proposals**

13.1. 2026-2027 PCCD School Safety and Mental Health Grant Funding Plan

13.2. PSBA Policy Updates: September 2026 (First Reading)

13.3. Policy Update: Policy 237 – Personal Electronic Devices (Second Reading)

14. **General Authorizations: Curriculum and Instruction**

14.1. ScreenBeam Wireless Display System

15. **General Authorizations: Personnel**

15.1. Instructional Personnel:MS/HS Sponsorships 2026-2027

15.2. Instructional Personnel:ES Sponsorships 2026-2027

15.3. Instructional Personnel: 2026-2027 Teacher Subs

15.4. Support Personnel: ES Cafeteria Resignation

15.5. Support Personnel: 6.75 Hour ES Cafeteria Position

15.6. Support Personnel: 4.75 Hour MS/HS Cafeteria Position

15.7. Support Personnel: 2026-2027 Support Staff Subs

15.8. Extracurricular Personnel: Resignation of Head Varsity Boys Basketball Coach

15.9. Extracurricular Personnel: Football Volunteer Resignations

15.10. Extracurricular Personnel: Girls Basketball Volunteer Coaches

15.11. Extracurricular Personnel: Varsity Boys Basketball Coach

15.12. Extracurricular Personnel: Varsity Assistant Basketball Coach

15.13. Extracurricular Personnel: Varsity Baseball Coach

15.14. Extracurricular Personnel: Varsity Assistant Baseball Coach

16. **General Authorizations: Buildings and Grounds/Operations**

17. **General Authorizations: Staff and Student Activities**

17.1. Elementary School Trips

17.2. Middle/High School Trips

17.3. Girls Wrestling Co-Op - Central Greene SD

18. **New Business**

19. **Items of Information**

19.1. Scheduled Meetings

20. **Adjournment**

AGENDA

Greene County Career & Technology Center

Joint Operating Committee Meeting

Date | *time* September 09, 2026 |6:00pm | *Meeting called to order by* Wayne Knisely

I. Executive Session – 5:15 pm

II. Pledge of Allegiance

III. Roll Call

IV. In Attendance

Mark Krupa – Director

Katie Sleasman – Assistant Director

Rich Pekar – Superintendent of Record

Kristi Hendertshot – JOC Secretary

Tim Berggren – CTC Solicitor

V. Approve Agenda

VI. Remarks from Director

VII. Approve the Minutes of August 12, 2026 Meeting

VIII. Remarks from Visitors

IX. Treasurers Report – Fireball Fuchsia

X. Budgetary Transfers – None

XI. Invoices for Approval – Terra Green

XII. Travel Requests –

A. Motion to approve Bridget Dennison and Chaperone to take 5 students to the Rotary sponsored conference for the Interact Club in Jeannette PA. on October 8th at a cost of $85.00 to be paid by the general fund.
B. Motion to approve Dan Wagner and Chaperone to take 5 Culinary Arts students and the GCCTC food truck to the PA Restaurant and Lodging Association Golf Classic Event in Cannonsburg on September 28th, 2026, at a cost of $180.00 to be paid by the general fund.
C. Motion to approve Dan Wagner and Chaperone to take 5 Culinary Arts students to the Meet the Chefs CTC event at the Westmorland Community College in Youngwood PA. at a cost of $85.00to be paid By the General fund and $120.00 to be paid by the student activity fund.
D. Motion to approve Dan Wagner and Chaperone to take 5 Culinary Arts students to the FCCLA Regional Leadership meeting in Indiana PA. on October 20th, 2026, at a cost of $120.00 to be paid from the general fund and $100.00 to be paid by the student activity fund.
E. Motion to approve Todd Kieffer and Chaperone to take 1 student to A.W. Beattie CTC on September 17th for the Western Area Skills USA kickoff meeting and conference officer tryouts at a cost of $85.00 to be paid by the general fund.
F. Motion to approve Mr. Ralston and Mrs. Dennison to take 25 students to the Range Resources field office in Washington Pa on September 28th, 2026, at a cost of $685.00 to be paid from the general fund and ____ to be paid from the student activity fund.
G. Motion to approve Pattric Patterson to take JROTC students off campus for events during the 2026-2027 school year pending the completion of all necessary paperwork including but not limited to completed fieldtrip permission forms and the approval of the Administrative Director.

XIII. Old Business – None

A. None

XIV. New Business

A. Other-
    a. Motion to approve all bills for payment until the next scheduled JOC meeting.
    b. Motion to approve the Articulation Agreement between the Greene County Career and Technology Center and Robert Morris University for the CNT, HA, and EMS programs pending review of the GCCTC Solicitor and Administrative Director.
    c. Motion to approve the start of the evening Cosmetology Clinic on Monday September 14, 2026.
    d. Motion to approve the purchase of 15 Foundations of Restaurant Management and Culinary Arts Level 1 and Level 2 3rd edition textbooks from Cengage at a cost of $3,512.50.
    e. Motion to approve the purchase of 34 DHO Health Science, 10th edition textbooks from Cengage at a cost of $5,999.40.
    f. Motion to approve the purchase of 12 Precision Machining Technology 4th edition textbooks from Cengage at a cost of $2,639.30.
    g. Motion to approve the proposal from The Stick Company in the amount of $3,173.97 for the main entry way and workforce development windows.

h. Motion to approve a dual enrollment agreement between the Greene County CTC and Westmoreland County Community College for 7 Computer Networking Technology students to complete CPT 172 (Introduction to Networks) at no cost to the CTC.

B. Personnel-

a. Motion to approve advertising for the position of Reading Coach for the 2026-2027 school year.
b. Motion to approve posting for the position of GCCTC HOSA advisor.
c. Motion to approve posting for the position of GCCTC Robotics Co-Advisor.
d. Motion to approve the employment contract of Katie Sleasman as Greene County Career and Technology Center Assistant Director for a period of ____ years beginning June 30, 2026, pending final review of the Greene County CTC Solicitor and Administrative Director.
e. Motion to approve advertising for the position of Substitute Custodial Maintenance Worker and Custodial Maintenance Worker.
f. Motion to approve Natalie Goodwin to utilize the tuition reimbursement fringe benefit specified in the GCCTCC collective bargaining agreement to attend a principals preparation program starting in the 2026-2027 school year.
g. Motion to approve Nicole Shearer as a mentor for Tammy Allision for the 2026-2027 school year as specified in the GCCTC CBA.

XV. Adjournment

Recorded By: Kristi Hendershot

Jefferson-Morgan School District

Proposed 2026-2027 PCCD School Safety & Mental Health Grant Use

Total Allocation: $132,887 | Proposed use of funds: $132,887

PROPOSED FUNDING PLAN

Priority	Proposed Use	Amount	Purpose
1	**School Police Officer** 2026-2027	**$50,000**	Supports continued daily school security personnel presence and emergency response capacity.
2	**Additional School Nurse** 2027-2028	**$25,000**	Supports student health, safety, emergency response, and building level coverage.
3	**Required Bollards** 22 total	**$15,526**	Adds vehicle barriers at identified entrances and critical areas. Approx. $705.72 per bollard.
4	**MS/HS Interior Security Doors** Gymnasium & Auditorium	**$42,361**	Grant contribution toward 8 wooden security doors. Quote is $45,000 total, or $5,625 per door installed.
	TOTAL	**$132,887**	**100% of grant allocation**

Door project note: The current installed quote is $45,000. The proposed PCCD allocation is $42,361, leaving an estimated **$2,639** to be supported by other District funds if the quote remains unchanged.

PCCD PHYSICAL SECURITY BASELINE: BOARD LEVEL OVERVIEW

PCCD's 2026 Physical Security Baseline Criteria organize school security practices into **Level 1, Level 2, and Level 3**. Level 1 represents foundational security practices. Levels 2 and 3 build on those practices with increasingly enhanced systems, procedures, training, and infrastructure. PCCD also notes that grant funds may be used to address physical security gaps identified through a recent qualifying physical security assessment.

Baseline Area	What the Criteria Emphasize	Connection to JM Proposal
Physical Security Assessment	Assess school buildings and use identified gaps to guide security improvements.	Provides the framework for prioritizing physical security investments.
Campus & Building Security	Level 1 includes vehicle barriers or fencing at entrances or critical areas identified through an assessment. The criteria also address protective doors, working locks, and interior doors that can be locked from within.	**22 bollards** and **security door upgrades** strengthen physical protection and access control.
Security Personnel	The criteria address properly hired and trained school security personnel. For school districts, Level 1 includes at least one full time school security person on duty during the school day, consistent with Pennsylvania law.	**$50,000 SPO allocation** supports continued school security staffing.
Emergency Readiness	Higher levels emphasize stronger coordination, communication, training, emergency planning, and collaboration with first responders.	The proposed investments complement the District's broader safety and emergency response systems.

Bottom Line for the Board: The proposal uses the full $132,887 allocation to balance personnel support with targeted physical security improvements. The largest investment maintains school police coverage, while the bollards and door project address tangible building security needs. The nurse allocation adds student health and emergency support capacity.

Reference: Pennsylvania Commission on Crime & Delinquency, School Safety & Security Committee, Physical Security Baseline Criteria (2026), approved June 3, 2026.

PENNSYLVANIA COMMISSION ON CRIME & DELINQUENCY (PCCD)

SCHOOL SAFETY & SECURITY COMMITTEE (SSSC)

Physical Security Baseline Criteria (2026)

LEVEL 1	LEVEL 2	LEVEL 3
A. Physical Security Assessments		
NOTE: For the purposes of grant funding use, school entities may address physical security gaps identified as part of a recent physical security assessment conducted by a PSP RVAT unit or an individual recognized to perform such physical security assessments on the PCCD School Safety and Security Assessor Registry.		
A physical security assessment (aligned with standards and guidance adopted by the School Safety and Security Committee (SSSC)) has been conducted of all school buildings housing educational programs. **Note: The SSSC's Assessment Criteria are written so that a school entity with limited resources could perform a self-assessment. The SSSC recommends using a qualified external assessor (e.g., PA State Police's RVAT unit, or an individual included on the SSSC Provider Registry) to conduct the assessment.*	A physical security assessment (aligned with standards and guidance adopted by the SSSC) has been conducted of school buildings that do not house educational programs, large gathering spaces and community/ surrounding/ancillary areas to the school facilities.	A physical security assessment (aligned with standards and guidance adopted by the SSSC) has been conducted of each school building housing educational programs once every 3 years, or when facilities are modified.
B. School Campus, Building, and Classroom Security		
Level 1 Criterion: School entity has policies and/or procedures in place to ensure that reports of physical safety concerns are received by the designated recipient and addressed in a timely manner.		
School entity has vehicle barriers and/or fencing of entrances and/or critical areas (as identified in a physical security assessment conducted in alignment with guidance and standards adopted by the School Safety and Security Committee (SSSC)) for each school facility.	School entity has speed controls to protect entrances and other critical areas (as defined in a physical security assessment conducted in alignment with guidance and standards adopted by the SSSC) of schools.	School entity has tampering and vehicle protection barriers around vulnerable utilities.

LEVEL 1	LEVEL 2	LEVEL 3
School entity has exterior lighting of all entrances and critical areas (as identified in a physical security assessment conducted in alignment with guidance and standards adopted by the School Safety and Security Committee) for each school facility.	School entity has an ability to power emergency lighting within each school, if needed (e.g., back-up generator).	School entity has back-up power support for all lighting in school buildings and/or critical infrastructure (including network, PA System, door locks, etc.).
School entity has external, protective doors with viewing pane.	School entity has buffer areas/holding areas/ vestibules for most main entry points of school buildings. *Note: Definition of "main entry points" is intended to cover entry points used by students, staff, and school visitors.*	School entity has buffer areas/holding areas/ vestibules for all main entry points of school buildings, as well as screening devices (e.g., metal or weapons detectors), detection systems, or other recommended best practices for securing entry points.
Tall landscaping is kept away from the area directly around a school building and trimmed in order to avoid obstructing windows.	Intruder resistant or reinforced glass has been installed in all exterior doors and first floor windows lower than 4 feet and/or sidelights to prevent immediate access. Alternatively, impact resistant film has been applied to exterior door windows and first floor windows lower than 4 feet and/or sidelights.	Impact resistant glass is installed in classroom doors and windows or sidelights to prevent immediate access. Alternatively, impact resistant film has been applied to classroom door windows and windows or sidelights.
School entity has door handles that cannot be barred. All exterior doors have working locks.	School entity's exterior door handles and locks routinely checked to ensure they are working properly. School entity has a process in place for students, employees, and others to report issues with handles and have those issues addressed in a timely fashion.	School entity has doors that can be locked and/or sealed remotely. School entity has policy/procedures addressing keys and door access, and regularly conducts audits of physical keys and remote access devices, including a process for ensuring keys and access are addressed upon an individual's separation from the school entity.

LEVEL 1	LEVEL 2	LEVEL 3
School entity has a school visitor buzz-in entry system that allows for visual observation*, including a documented log of school visitors and packages. **Note: "visual observation" can include direct personal observation (e.g., through a window) or through technology mechanisms (e.g., camera).*	School entity has an electronic school visitor management system (ID management, electronic log of school visitors and packages, etc.), with critical, designated staff trained on that system.	School entity has provided training on school visitor management procedures for staff, including any related software or systems, if applicable. School visitor escorts (e.g., school visitors are supervised at all times). Time stamped, self-expiring visitor management badges
School entity's interior doors are capable of being locked from within each room.	Window coverings for interior doors.	Interior doors are controllable from a remote location.
School entity has policies and/or procedures for handling school visitors and packages and designated staff are trained on this. This should include procedures related to flagging immediate security concerns/risks/persons of concern to prevent entry/building access.	School entity has policies and/or procedures for handling school visitors and packages and all building staff are trained on this.	School entity has policies and/or procedures for handling building entry, school visitors, and packages and all staff, students, parents/families, and any other individual authorized to be in the school facility are made aware of this.
School entity has functioning cameras in critical areas/blind spot areas as identified in a physical security assessment conducted in alignment with guidance and standards adopted by the School Safety and Security Committee (SSSC).	School entity has cameras throughout hallways, stairwells, and large group areas. School entity has cameras to monitor all exterior doorways.	School entity has a video surveillance system that allows monitoring of areas beyond individual camera coverage. Offsite and/or law enforcement monitoring capability. Active monitoring of cameras during school hours and during large group events.
School entity has policies, procedures, and/or communications in place to educate students, staff, school visitors, and any other individual authorized to be in the facility on the importance of keeping exterior doors closed and secured.	School entity has an alarm (or alarms) when exterior doors are propped or left open. Silent panic alarms are installed in the main office or where public entry is permitted.	Intrusion detection device that responds to physical stimulus (heat, light, sound, pressure, vaping, potential weapons, etc.). Panic alarms that may be remotely activated by trained staff and/or within any other areas

LEVEL 1	LEVEL 2	LEVEL 3
		of the building in case of emergency, and training for their use.
There is a single entry in and out of each school building during school hours.	***Combined Level 2 / 3 Criteria:*** School entity has policies and/or procedures guiding security and access to school property during events or activities occurring after school hours (games, concerts, etc.), including ensuring the presence and protocol of school security personnel, as needed. Directional signage is posted to address access.	
C. School Security Personnel & Law Enforcement		
School entity has an active memorandum of understanding (MOU) with each law enforcement agency with jurisdiction, in accordance with law and regulations, and associated policies and/or procedures in place.	School entity has coordinated* with law enforcement agency(ies) with jurisdiction around planning, incident response time, etc. School entity coordinates with law enforcement for the response and handling of students with special needs and/or a disability.** **Note: School Safety and Security Coordinator is tasked with serving as a primary liaison with law enforcement and first responders.* ***Note: This includes procedures and invitations to training related to student behavior and de-escalation techniques, as required by state regulations (22 Pa. Code Chp. 14, 711)*	School entity conducts regular training in coordination with law enforcement.
If school security personnel* are present, they have been hired/contracted and trained according to requirements** in Pennsylvania state law. For school districts, there is at least one full-time school security personnel on duty during	School security personnel stationed at each school level (elementary, middle, high) during the school day.* **Note: If no school security personnel are present, school entity should coordinate with law enforcement agency(ies) with jurisdiction around planning, incident response time, etc. These*	School security personnel stationed at each school building full-time during the school day.

LEVEL 1	LEVEL 2	LEVEL 3
the school day, in accordance with Section 1316-C of the PA Public School Code. **Note: "School security personnel" are defined as school police officers, school resource officers, and school security guards. See PA Public School Code, Article XIII-C (School Security).* ***More information about these requirements is available in Article XIII-C of the PA Public School Code and on PCCD's School Safety and Security webpage.*	*discussions should also include planning around response from other first responders (e.g., EMS) given that many critical incidents in schools can occur quickly. See "Protecting America's Schools: A U.S. Secret Service Analysis of Targeted School Violence" (National Threat Assessment Center, 2019) for additional information on this issue.*	
D. Communications		
School entity has working mechanisms in place to communicate quickly to potentially affected individuals within and outside buildings when necessary.	School entity has a system that enables two-way communication between the main office and classrooms and student spaces, portable or modular classrooms and buildings, athletic fields, health services, school security personnel, playground staff, custodial staff, transportation dispatchers, and other student services personnel. School entity personnel have been trained on appropriate use of communication devices/ systems, including procedures for use in an emergency. School entity has communication system/ devices that can address those with hearing impairment and/or overcome high-noise environments. **Note: Schools should not rely entirely on cell phones to provide this two-way communication. In*	Secured communications system that enables all buildings to communicate with administration building and law enforcement. School entity has a backup plan for building announcements and communication in the event the primary system/mechanism is compromised, including communication with buses and other school vehicles. School entity has a mass communication platform capable of messaging all stakeholders or stakeholder groups in the event of an emergency (including parents/ guardians). **Note: Recommended that school entities work with local law enforcement to test their mass communication systems and mechanisms.*

LEVEL 1	LEVEL 2	LEVEL 3
	addition, lockdowns should be communicated in plain language using established mechanisms.	
E. Coordination with First Responders & Emergency Operations Plans (EOPs)		
School entity has adopted an emergency preparedness or emergency operations plan (EOP) (consistent with Title 35 Pa.C.S. Chapter 77, Subchapter B § 7701), including a communication and reunification plan, and specifically addresses the needs of students and staff with disabilities. School entity has adopted a policy/procedure requiring schools to be made available to local, county, and state officials for emergency planning and exercise purposes, and service as mass-care facilities in the event of an emergency, in accordance with 35 Pa.C.S. Chapter 77.	The plan specifically addresses needs of students and staff with additional special needs, and a copy of the plan is maintained in a designated location and accessible to administrators and alternate personnel at all times.	School entity conducts training for all staff on the plan, including their part in it, at least annually, and the school entity informs staff, students, parents/families, and others about the plan, including communications they may receive in an emergency and what they should and should not do in the event of an emergency situation.
School entity has coordinated with and shared their updated emergency preparedness plan or EOP with the county Emergency Management Agency per 35 Pa.C.S. § 7701(g) and with each law enforcement agency and fire company with jurisdiction, in accordance with state regulations.	The plan is dated and reviewed annually and, if necessary, updated and refined, with any changes noted and sent to the county Emergency Management Agency (EMA) and law enforcement agencies and fire companies with jurisdiction, in accordance with state regulations. School entity has prepared for immediate deployment to the Incident Command Post all required information for the purpose of assisting law enforcement agencies and fire	School entity regularly, but no less than once every two years, conducts tabletop exercises and/or similar drills in collaboration with local first responders, focused on areas of prevention, protection, mitigation, response, and recovery.

LEVEL 1	LEVEL 2	LEVEL 3
	companies in responding to an emergency, as prescribed by state regulations.	
F. School Safety and Security Training/Drills		
There is unobstructed access to at least one Automated External Defibrillator (AED) in each facility housing educational programs. Training for CPR/AED is made available for all staff.	There is unobstructed access to at least one Automated External Defibrillator (AED) in each facility. Training for first aid and Stop the Bleed is made available to large segments of school staff but only mandated for designated individuals.	All school staff are trained in first aid, Stop the Bleed, etc.
All school entity employees have received annual training on school safety related topics as required by Act 55 of 2022, PA Public School Code Section 1310-B.	Continual and ongoing training for all teaching and other professional staff, including substitutes and support staff, to deal with emergency situations. ***OR*** All leadership team members are trained to NIMS standards (100, 200 and 700), and administrators participate in at least one table top exercise per year. School safety is addressed in the induction process for new employees. Community first responders are invited to participate in school safety-related professional development activities.	A specific robust training calendar exists with identified dates and topics for ongoing school safety training. School entity conducts a full-scale drill with community first responders at least once every other year and conducts smaller functional exercises and/or table top exercises in off years. Documentation of staff certifications and training is available upon request.
G. Cybersecurity		
School entity has created a cybersecurity breach reaction policy/procedure/plan in accordance with federal, state, and local	School employees and students receive instruction on cyber threats facing schools and maintaining cybersecurity practices at least annually.	School entity collaborates regularly, but no less than once every two years, with qualified outside entities and/or approved third-party vendors in conducting cybersecurity

LEVEL 1	LEVEL 2	LEVEL 3
cybersecurity and data security guidelines. (73 P.S. 2301 et seq.)	School entity has established cybersecurity protocols, including protocols associated with the use of third-party software providers.	protection, internal and external penetration testing and vulnerability assessment.

Resources:

- **PEMA** **Resources for School Emergency Preparedness/Emergency Operations Plans**
- **SchoolSafety.gov**
- **I Love U Guys Foundation**
- **Stop the Bleed**
- **County EMA Coordinators and 911 Coordinators**
- **PCCD Assessment Criteria**
- **PCCD Assessor Registry**
- **PCCD Act 55 School Safety and Security Training Resources**
- **CISA Cybersecurity Resources for K-12 Education**

BOARD POLICY

102 Academic Standards

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
102	v3.1	DRAFT	8/31/2026

PURPOSE

The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.[1][2]

DEFINITION

Academic standards means what a student should know and be able to do at a specified grade level. For purposes of this policy, the term **academic standards** encompasses Pennsylvania Core Standards, **Pennsylvania Integrated Standards**, state academic standards and local academic standards.[2][3]

AUTHORITY

The Board shall approve academic standards for district students to attain, in the following content areas:[2]

1. English Language Arts (reading, writing, speaking and listening) - **PA Core Standards**.
2. Mathematics **- PA Core Standards**.
3. Science, Environment, Ecology, Technology and Engineering (Grades K-5) **- PA Integrated Standards**.
4. Science, Environment and Ecology (Grades 6-12).
5. Technology and Engineering (Grades 6-12).
6. Social Studies (history, geography, civics and government, economics) - to include **PA Core Standards** reading in history and social studies, and writing for history and social studies.
7. Arts and Humanities.
8. Career Education and Work.
9. Health, Safety and Physical Education.
10. Family and Consumer Sciences.
11. **Personal Finance.**

Comments

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document important decisions.

Guidelines

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards. **Such standards require the incorporation of education on social media literacy.**[2] **[4]** **[5]**

The district shall address social media literacy by providing instruction to students on the potential health and academic impacts, and safety and security concerns associated with social media use. [9]

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.[2] **[6]** **[7]**

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.[2] **[8]**

Legal Footnotes

[1] **22 PA Code 4.11**
LEGAL REFERENCE

[2] **22 PA Code 4.12**
LEGAL REFERENCE

[3] **22 PA Code 4.3**
LEGAL REFERENCE

[4] **Pol. 105 — Curriculum**
POLICY REFERENCE

[5] **Pol. 107**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[6] **Pol. 127 — Assessments**
POLICY REFERENCE

[7] **Pol. 212 — Reporting Student Progress**
POLICY REFERENCE

[8] **Pol. 113 — Special Education**
POLICY REFERENCE

[9] **24-P-S-1556**
LEGAL REFERENCE

Legal References

No additional references listed.

Comments

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BOARD POLICY

105 Curriculum

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
105	v3.1	DRAFT	8/31/2026

PURPOSE

The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.[1]

DEFINTION

For purposes of this policy, curriculum shall be defined as a series of planned instruction aligned with established academic standards in each subject that is coordinated, articulated and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students.[2][3] **[4]**

AUTHORITY

The Board shall be responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.[1][3] **[4]**

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic standards.[1][3][5][6] **[7]** **[8]**

Special Instruction/Observances

The district's curriculum plan must also include provisions for special instruction and observances to comply with state and federal law including, but not limited to: Constitution Day and Citizenship Day, Arbor Day and the Bill of Rights Week.**[20][21][22]**

Comments

Use Comments to collaborate wit
document important decisions.

GUIDELINES

The district's curriculum shall provide the following:

1. Continuous learning through effective collaboration among the schools of this district.

2. Guidance and counseling services for all students to assist in career and academic planning.[23]
3. A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation. [11]
4. Language Instruction Educational Program for English Learner students, pursuant to law, and regulation and Board policy.[12] [13]
5. Compensatory education programs for students, pursuant to law and regulation.
6. Equal educational opportunity for all students, pursuant to law and regulation. [14] [15]
7. Career awareness and vocational education, pursuant to law and regulation. [16]
8. Educational opportunities for identified gifted students, pursuant to law and regulation. [17]
9. Regular and continuous instruction in required safety procedures. [18]

DELEGATION OF RESPONSIBILITY

As the educational leader of the district, the Superintendent shall be responsible to the Board for the district's curriculum. The Superintendent shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of [1] administrators and teaching staff members

A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members.[1] [19]

With prior Board approval, the Superintendent may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.

The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

The Board directs the Superintendent to pursue actively state and federal aid in support of research activities.

Legal Footnotes

[1] 22 PA Code 4.4
LEGAL REFERENCE

[2] 22 PA Code 4.3
LEGAL REFERENCE

[3] 22 PA Code 4.12
LEGAL REFERENCE

[4] Pol. 102 — Academic Standards
POLICY REFERENCE

[5] 24 P.S. 1511
LEGAL REFERENCE

[6] 24 P.S. 1512
LEGAL REFERENCE

Comments
Use Comments to collaborate wit
document important decisions.

[7] **Pol. 107**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[8] **Pol. 127 — Assessments**
POLICY REFERENCE

[11] **Pol. 113 — Special Education**
POLICY REFERENCE

[12] **22 PA Code 4.26**
LEGAL REFERENCE

[13] **Pol. 138 — Language Instruction Educational Program for English Learners**
POLICY REFERENCE

[14] **Pol. 103 — Discrimination/Harassment Affecting Students**
POLICY REFERENCE

[15] **Pol. 103.1 — Nondiscrimination - Qualified Students With Disabilities**
POLICY REFERENCE

[16] **Pol. 115 — Career and Technical Education**
POLICY REFERENCE

[17] **Pol. 114 — Programs for Gifted Students**
POLICY REFERENCE

[18] **Pol. 805 — Emergency Preparedness and Response**
POLICY REFERENCE

[19] **Pol. 105.1 — Review of Instructional Materials by Parents/Guardians and Students**
POLICY REFERENCE

[20] **24 P.S. 1541-1555**
LEGAL REFERENCE

[21] **36 U.S.C. 106**
LEGAL REFERENCE

[22] **P.L. 108-447 — P.L. 108-447**
LEGAL REFERENCE

[23] **Pol. 112 — Guidance Counseling**
POLICY REFERENCE

Legal References

No additional references listed.

Comments

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BOARD POLICY

204.1 Virtual Attendance and Wellness Checks

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
204.1	v2.1	DRAFT	8/31/2026

PURPOSE

This policy establishes standards for wellness checks for students who receive academic instruction exclusively through the district's virtual instruction program for the full school year. Wellness checks are conducted to verify attendance and to facilitate the safety and well-being of students.

AUTHORITY

The Board directs the maintenance of a wellness check process that complies with state law.[1]

This policy shall be posted on the district's publicly accessible website.[1]

DEFINITION

District employee/representative – a district teacher, administrator or other district representative who is subject to mandated reporter requirements for child abuse under the Child Protective Services Law.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for implementing this policy.

It shall be the responsibility of the designated district employee/representative to administer wellness check procedures in accordance with applicable law and this policy.

GUIDELINES

Weekly Wellness Checks

Weekly wellness checks must be conducted for each student enrolled in the district's virtual instruction program who receives academic instruction exclusively through virtual means for the full school year.[1]

At least once during any week consisting of three (3) or more full or partial academic instructional days, a district employee/representative shall ensure that each student is visibly seen and communicated with in real time either, in person or through electronic means.[1]

Wellness Check Methods

Acceptable methods of conducting wellness checks include:[1]

1. A student turning on a webcam and the district employee/representative visibly seeing and communicating with the student during synchronous online instruction.

2. Virtual or face-to-face participation by the student in any of the following activities:
    a. Health screenings.
    b. Standardized testing.
    c. Advising sessions.
    d. Tutoring sessions.
    e. In person, school-sponsored activities chaperoned by a district employee/representative.

Excused Absence Exemptions

A student may be exempt from a wellness check on the day a check is attempted if the student has an excused absence pursuant to applicable attendance requirements.[1] [4][5]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week. If a student has an excused absence for all school days during the same week, the student shall be exempt from the wellness check requirement for that week.[1] [4][5]

Internet or Power Outage Exemptions

A student may be exempt from a wellness check when the student's household experiences a documented Internet or power outage during the day and time of the attempted wellness check.[1]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week following resolution of the outage.[1]

The student’s parent/guardian shall provide documentation of the outage to the district as soon as possible.[1]

Failure to Complete a Required Wellness Check

Within one (1) school day after a student fails to complete a required wellness check, the district shall:[1]

1. Make documented and ongoing efforts to complete the required wellness check and contact the student's parent/guardian using at least two (2) different methods of communication; and
2. Provide written notice to the parent/guardian, in the parent's/guardian's preferred language, stating that the required wellness check has not been completed.

Wellness Review Conference

If the required wellness check is not completed within three (3) school days following the issuance of written notice, the district shall immediately schedule a wellness review conference to occur within one (1) school day. The wellness review conference may be conducted in person or through electronic means.[1]

The wellness review conference will be conducted to:[1]

1. Complete the required wellness check through real-time visual interaction with the student;
2. Reestablish communication with the student and the student’s parent/guardian; and
3. Identify interventions to facilitate future participation in wellness checks.

The wellness review conference shall convene as scheduled regardless of whether the student or the student’s parent/guardian participates.[1]

In-Person Wellness Check

If a student does not participate in the wellness review conference, the district must conduct an in-person wellness check within twenty-four (24) hours of the scheduled conference, even if this time period falls on a weekend or holiday.[1]

When the district has been unable to reach or obtain a response from the student or the student's parent/guardian, the Superintendent or designee shall consult with the district solicitor for guidance.

Wellness Check Records

The district shall maintain accurate records of all wellness checks, including the date, time, method, and outcome of each check.[1]

District administrators are prohibited from altering attendance records for wellness checks after a wellness check has been performed, except to correct an identified error.[1]

Reporting Requirements

Any district employee/representative who observes an indications of abuse, neglect or harm to a child during a wellness check, wellness review conference, or related contact, the district employee/representative is required to report the concerns in accordance with law and Board policy.[1][2][3]

The district shall maintain documentation sufficient to demonstrate compliance with this policy and applicable law.[1]

Such documentation shall be provided to the Pennsylvania Department of Education (PDE) upon request. Failure to comply with the with such requests may result in:[1]

1. A requirement to report to PDE the date, time and method of each wellness check for each student enrolled exclusively in the district's virtual instruction program.
2. Mandating district educators, administrators and staff to complete child abuse recognition, prevention and reporting training annually.
3. Requiring the district to meet in person with each student enrolled in a virtual instruction program at least once during the school year following the school year in which the district was found to be out of compliance.
4. Prohibiting the district from being awarded a competitive state grant by PDE until the district demonstrates compliance.

Legal Footnotes

[1] **24 P.S. 1327.4**
LEGAL REFERENCE

[2] **23 Pa. C.S.A. 6301**
LEGAL REFERENCE

[3] **Pol. 806 — Child Abuse**
POLICY REFERENCE

[4] **24 P.S. 1329**
LEGAL REFERENCE

[5] **Pol. 204 — Attendance**
POLICY REFERENCE

Legal References

No additional references listed.

BOARD POLICY

209 Health Examinations/Screenings

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
209	v3.1	DRAFT	8/31/2026

AUTHORITY

In compliance with applicable law and regulations, and Board-approved health and safety plans, the Board shall require that district students submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[1][2][3][4]

GUIDELINES

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[2][4][5]

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.[3][4][5]

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

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests **and** other tests deemed **advisable at** intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[2][4][6]

The school nurse or other health care practitioner shall conduct measurements of height and weight for each student for the purpose of tracking growth patterns. Height and weight measurements will be conducted at intervals established by the district and in a manner that protects student confidentiality. Parents/Guardians have the right to request an exemption from height and weight measurements for their child, and the district must provide notification of the exemption request procedure.[2][25]

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Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private

physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[7][8][9]

A student who presents a statement signed by the parent/guardian that a health examination is contrary to the student's or parent's/guardian's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[10] [11]

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special health examination for the student.[2][4][12]

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

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

Health Monitoring

The Board directs district staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan. **[15]**

A student may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted. **[16]**

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered. **[16]** **[17]**

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Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy. **[15]**

Health Records

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[2]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.[18] **[19]** **[20]**

The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy. **[15]** [18] **[19]** **[20]** [21][22] **[23]**

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.[18]

The district shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.[18] **[24]**

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff.[2]

The Superintendent or designee shall ensure that educational information and materials regarding eating disorder awareness and education are made available to students in grades six through twelve. Eating disorder awareness and educational materials must also be posted on the district's website.[26][27]

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

Legal Footnotes

[1] 24 P.S. 1401
LEGAL REFERENCE

[2] 24 P.S. 1402
LEGAL REFERENCE

[3] 24 P.S. 1403
LEGAL REFERENCE

[4] 22 PA Code 12.41
LEGAL REFERENCE

[5] 24 P.S. 1407
LEGAL REFERENCE

[6] 28 PA Code 23.1
LEGAL REFERENCE

[7] 24 P.S. 1405
LEGAL REFERENCE

[8] 28 PA Code 23.2
LEGAL REFERENCE

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[9] 20 U.S.C. 1232h
LEGAL REFERENCE

[10] 24 P.S. 1419
LEGAL REFERENCE

[11] 28 PA Code 23.45
LEGAL REFERENCE

[12] 24 P.S. 1406
LEGAL REFERENCE

[13] 23 Pa. C.S.A. 6311
LEGAL REFERENCE

[14] Pol. 806 — Child Abuse
POLICY REFERENCE

[15] Pol. 203 — Immunizations and Communicable Diseases
POLICY REFERENCE

[16] Pol. 103 — Discrimination/Harassment Affecting Students
POLICY REFERENCE

[17] Pol. 103.1 — Nondiscrimination - Qualified Students With Disabilities
POLICY REFERENCE

[18] 24 P.S. 1409
LEGAL REFERENCE

[19] Pol. 113.4 — Confidentiality of Special Education Student Information
POLICY REFERENCE

[20] Pol. 216 — Student Records
POLICY REFERENCE

[21] 20 U.S.C. 1232g
LEGAL REFERENCE

[22] 34 CFR Part 99
LEGAL REFERENCE

[23] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

[24] Pol. 800 — Records Management
POLICY REFERENCE

[25] 28 PA Code 23.7
LEGAL REFERENCE

[26] 24 P.S. 1408
LEGAL REFERENCE

[27] 24-P-S-1426
LEGAL REFERENCE

Legal References

No additional references listed.

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BOARD POLICY

246 School Wellness

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
246	v3.1	DRAFT	8/31/2026

PURPOSE

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

AUTHORITY

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[2][3]

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

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

DELEGATION OF RESPONSIBILITY

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The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[2][3]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3]

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

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

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

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

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

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

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

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GUIDELINES

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[2]

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

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.[5]

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

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

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

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

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[5]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

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

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

Nutrition education lessons and activities shall be age-appropriate.

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

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

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

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

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

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

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

Physical Activity

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

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (30) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

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

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

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

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

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

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10]

Instruction involving the collection of a student's height and weight measurements must be conducted in a manner that protects student confidentiality. The calculation of body mass index (BMI) is prohibited.[10]

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

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

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

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

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

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

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

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

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

Appropriate professional development shall be provided for physical education staff.

Social Media

A social media literacy program consistent with curriculum regulations and academic standards shall be developed and implemented to address the following:[7][8][23]

1. **Mental, psychological and physical effects of social media and mobile device use.**
2. **Potential impacts of social media and mobile device use on academic growth and learning.**
3. **Safe use of social media, including how to recognize suspicious online behavior including, but not limited to:**
   a. **Cyberbullying.**
   b. **Predatory behavior.**
   c. **Potential human trafficking.**
4. **Personal security and privacy on mobile devices.**

Other School Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[11][12][13][24]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[9][15][16][17]

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

Students shall be provided a clean and safe meal environment.

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

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

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

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

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

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

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

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

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

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

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

Nutrition Guidelines for All Foods/Beverages at School

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

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[11][12][15][16]

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

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Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but

are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][18][19]

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[3][18]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][18]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[18]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[20]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[18]

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

Non-Sold Competitive Foods -

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

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

1. Rewards and Incentives: **(CHOOSE ONE OF THE OPTIONS BELOW)**
    a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

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2. Classroom Parties and Celebrations: **(CHOOSE ONE OR MORE OF THE OPTIONS BELOW)**
   a. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
   b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
   c. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
   d. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
   e.

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

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3] [18]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[21]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[22]

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

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Safe Routes to School

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

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

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

Legal Footnotes

[2] 42 U.S.C. 1758b
LEGAL REFERENCE

[3] 7 CFR 210.31
LEGAL REFERENCE

[4] 7 CFR 210.15
LEGAL REFERENCE

[5] 24 P.S. 1422
LEGAL REFERENCE

[6] 24 P.S. 1513
LEGAL REFERENCE

[7] Pol. 102 — Academic Standards
POLICY REFERENCE

[8] Pol. 105 — Curriculum
POLICY REFERENCE

[9] Pol. 808 — Food Services
POLICY REFERENCE

[10] 24 P.S. 1512.1
LEGAL REFERENCE

[11] 7 CFR 210.10
LEGAL REFERENCE

[12] 7 CFR 220.8
LEGAL REFERENCE

[13] 24 P.S. 701
LEGAL REFERENCE

[15] 42 U.S.C. 1751
LEGAL REFERENCE

[16] 42 U.S.C. 1773
LEGAL REFERENCE

[17] 7 CFR 210.30
LEGAL REFERENCE

[18] 7 CFR 210.11
LEGAL REFERENCE

[19] 7 CFR 220.12
LEGAL REFERENCE

[20] Pol. 229 — Student Fundraising
POLICY REFERENCE

[21] 24 P.S. 504.1
LEGAL REFERENCE

[22] Pol. 209.1 — Food Allergy Management
POLICY REFERENCE

[23] 24 P.S. 1556
LEGAL REFERENCE

[24] 24 P.S. 742.1
LEGAL REFERENCE

Comments

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Legal References

No additional references listed.

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BOARD POLICY

249 Bullying/Cyberbullying

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
249	v3.1	DRAFT	8/31/2026

PURPOSE

The Board recognizes that bullying **and cyberbullying create** an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. **The Board is committed to providing a safe, positive learning environment for district students that is free from bullying and cyberbullying.**

DEFINITIONS

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs or platforms.[1]

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education**; or**
2. Creating a threatening environment**; or**
3. Substantially disrupting the orderly operation of the school.

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software or online platforms regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence–generated or modified media. Cyberbullying includes bullying conduct which occurs in a school setting.[1]**and/or outside a school setting. School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

AUTHORITY

The Board prohibits all forms of bullying **and cyberbullying** by district students **and requires that this policy be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.**[1]

The Board encourages students who believe they or
to the building principal or designee.

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The Board directs that complaints of bullying **and cyberbullying** be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying **or cyberbullying** brought pursuant to this policy **to** also be reviewed for conduct which may not be proven to be bullying **or cyberbullying** under this policy but merits review and possible action under other Board policies.[1]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying **or cyberbullying** or participation in an investigation of allegations of bullying **or cyberbullying** is prohibited and shall be subject to disciplinary action.

DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying **and cyberbullying**.

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the school safety and security incident report:[1][2]

1. Board's Bullying**/Cyberbullying** Policy.
2. Report of bullying **and cyberbullying** incidents.
3. Information on the development and implementation of any bullying **and cyberbullying** prevention, intervention or education programs.

GUIDELINES

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except where made by district staff. Students are encouraged to use the district's reporting form attached to this policy, or to submit a written complaint; however, oral complaints will be accepted, documented and investigated.

Any individual receiving a complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor any person involved.

District staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly pro conduct to the building principal or designee

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For purposes of this policy, a reporter is an individual, other than district staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building principal or designee shall encourage the complainant or reporter to complete the district's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building principal or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the district reporting form.

As soon as practicable after the receipt of a report of bullying or cyberbullying, the district shall notify the parent(s)/guardian(s) of any student involved in the incident.

If the complainant, district staff, or other professionals with knowledge of the complainant's health and well-being indicate that notifying a parent/guardian could place the complainant or another person at risk of abuse, neglect or other imminent harm, the building principal, in consultation with the Superintendent and legal counsel, and as appropriate, law enforcement, child welfare authorities and other qualified professionals, may determine whether parental notification should be delayed as permitted by law. The basis for the delay must be documented, and parent/guardian notification shall occur as soon as legally and safely practicable.[3][4]

Every report of bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken.

Threat Assessment

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall make a referral to the district's threat assessment team in accordance with applicable law and Board policy.[5][6]

Discrimination/Harassment

If, at the time of the report or at any time during the investigation of the alleged bullying/cyberbullying, there is reason to believe that the conduct may fall within the provisions of the district's discrimination/harassment policies, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will immediately initiate steps to comply with appropriate policies and procedures. The investigation will be handled as a joint and concurrent investigation to address all appliable allegations and legal requirements.[7][8]

Investigation Procedures

After determining that the matter does not require handling under Policy 103, the building principal shall determine whether the investigation may be conducted by the principal or designee or whether the matter must be referred to the Superintendent or another appropriate administrator.

If law enforcement has been notified, a law e
allegations could result in expulsion, the buil
Superintendent or appropriate administrator

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Investigations shall be timely, impartial, thorough and comprehensive. The investigation may include:

1. **Interviewing the complainant.**
2. **Interviewing the individual(s) accused of the conduct.**
3. **Interviewing witnesses.**
4. **Reviewing physical, electronic or documentary evidence.**
5. **Reviewing any other relevant information provided during the investigation.**
6. **Conducting any additional inquiry reasonably necessary to determine the facts and address proven misconduct.**

Investigative Findings

The investigator shall prepare findings that summarize the investigation, determine whether the allegations have been substantiated, identify any violation of Board policy or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the district shall notify the parent(s)/guardian(s) of any student involved in the incident of the determination of the investigation.

The complainant/reporter and the accused shall be informed of the outcome of the investigation within a reasonable period of time, consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be informed of any individual remedies provided to the complainant.[9]

District Response and Corrective Action

If an investigation results in a finding that bullying or cyberbullying or other misconduct occurred, the district shall take prompt and appropriate corrective action designed to stop the conduct, prevent its recurrence, protect affected students, eliminate any hostile or disruptive environment, and prevent retaliation.[1]

The district shall document corrective actions taken and, when permitted by law, inform the complainant or reporter of responsive measures. District administrators shall monitor the effectiveness of corrective actions and take additional measures when necessary.[1]

If an investigation reveals violations of other Board policies or circumstances requiring additional review, referral, discipline or intervention, the district shall address those matters through the appropriate disciplinary, administrative or support processes.

Any disciplinary action imposed shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, applicable collective bargaining agreements, and state and federal law, and may include:[1][2][13]

Counseling within the school.

Parental conference.

Loss of school privileges.

Transfer to another school building, classroo

Exclusion from school-sponsored activities.

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Detention.

Suspension.

Expulsion.

Counseling/Therapy outside of school.

Referral to law enforcement officials.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][10]

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][11][12]

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. The report must include the total number of bullying and cyberbullying incidents that occurred during the school year, including the number of cyberbullying incidents suspected to involve artificial intelligence-generated or modified media.[2][14]

Legal Footnotes

[1] 24 P.S. 1303.1-A
LEGAL REFERENCE

[2] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[3] 23 Pa. C.S.A. 6301
LEGAL REFERENCE

[4] Pol. 806 — Child Abuse
POLICY REFERENCE

[5] 24 P.S. 1302-E
LEGAL REFERENCE

[6] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[7] Pol. 103 — Discrimination/Harassment Affecting Students
POLICY REFERENCE

[8] Pol. 103 — Nondiscrimination - Qualified Students With Disabilities
POLICY REFERENCE

[9] Pol. 216 — Student Records
POLICY REFERENCE

[10] 22 PA Code 12.3
LEGAL REFERENCE

[11] 20 U.S.C. 7118
LEGAL REFERENCE

[12] 24 P.S. 1302-A

[13] Pol. 236 — Student Assistance Program
POLICY REFERENCE

Comments
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Policy saved — content, tracked changes, comments

Legal References

No additional references listed.

Comments

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document important decisions.

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BOARD POLICY

704 Maintenance

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
704	v3.1	DRAFT	8/31/2026

PURPOSE

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

AUTHORITY

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

Regular program of maintenance, repair and improvement of buildings and facilities.

Testing lead levels in drinking water.[3]

Critical spare parts inventory.

Equipment replacement program.

Long-range plans for building modernization and conditioning.

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

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document important decisions.

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Legal Footnotes

[2] **24 P.S. 701**
LEGAL REFERENCE

[3] **24 P.S. 742.1**
LEGAL REFERENCE

Legal References

No additional references listed.

Comments

Use Comments to collaborate wit
document important decisions.

Policy saved — content, tracked changes, comments

BOARD POLICY

803 School Calendar

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
803	v3.1	DRAFT	8/31/2026

PURPOSE

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district and communication with students, staff, parents/guardians and the school community.

AUTHORITY

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days or hours under the direction of certified school employees for fulfilling the minimum required days or hours of instruction under law, regulations and state guidance.[1][2][3][4][5][6][7][8][9]

The school calendar shall normally consist of a minimum of [1][2][8][10] 180 student days and/or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.

The Board reserves the right to alter the school calendar when it is in the best interests of the district, including in cases of emergency, in accordance with applicable law and regulations. The Board shall take action to establish temporary provisions in cases of emergency, in accordance with law, and shall document such actions with the PA Department of Education when required.[2][5][6][7][9][11][12][13][14]
Temporary provisions established in accordance with law may include but are not limited to: [1][2][5][6][7][8][9][12][13][15]

1. Keeping schools in session such days and hours as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.
2. Reducing the length of time of daily instruction for courses and classes.
3. Implementing remote and other alternat
direction of certified school employees.

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Each year, prior to finalizing the school calendar, the Board must discuss the use or potential use of flexible instructional days and remote or virtual instructional days at a public Board meeting.[7] [14]

DELEGATION OF RESPONSIBILITY

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions in accordance with law, regulations, guidance from the PA Department of Education and Board policy.[7][14] [15]

Legal Footnotes

[1] 24 P.S. 133
LEGAL REFERENCE

[2] 24 P.S. 1501
LEGAL REFERENCE

[3] 24 P.S. 1502
LEGAL REFERENCE

[4] 24 P.S. 1503
LEGAL REFERENCE

[5] 24 P.S. 1504
LEGAL REFERENCE

[6] 24 P.S. 1505
LEGAL REFERENCE

[7] 24 P.S. 1506
LEGAL REFERENCE

[8] 22 PA Code 11.1
LEGAL REFERENCE

[9] 22 PA Code 11.2
LEGAL REFERENCE

[10] 22 PA Code 4.4
LEGAL REFERENCE

[11] 24 P.S. 520
LEGAL REFERENCE

[12] 24 P.S. 520.1
LEGAL REFERENCE

[13] 24 P.S. 1501.3
LEGAL REFERENCE

[14] Pol. 006
LEGAL REFERENCE

[15] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

Legal References

No additional references listed.

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BOARD POLICY

805.2 SD School Security Personnel

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
805.2 SD	v3.1	DRAFT	8/31/2026

AUTHORITY

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

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

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

DEFINITIONS

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

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[2]

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

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

DELEGATION OF RESPONSIBILITY

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superi
administrator to serve as the School Safety
of the vacancy and shall notify the Board re

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

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

1. Oversee all school police officers
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide **awareness and prevention,** bullying **and cyberbullying** awareness **and prevention**, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[3][4][5][6][7][8][9][10][11][12][13]
4. Meet with school employees annually to seek their input on the mandatory school safety and security training.[4]
5. Coordinate a tour of the district’s buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[8][14]
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[12][15]
9. Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.

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

The School Safety and Security Coordinator
education as required by the School Safety

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By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[3][19]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[8][14]
2. The number and type(s) of school security personnel contracted or employed by the district, including:[3]
   a. The number of school security personnel that are armed, listed by type(s) of personnel.
   b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.
   c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
   d. A listing of other individuals utilized by the district for school safety-related duties.
3. An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.
4. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[12]
5. Information on required school safety and security training and resources provided to students and staff.[12]
6. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[20]
8. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[21]
9. Updates regarding the district's memorandum of understanding with law enforcement agencies.[21]
10. Updates to laws, regulations and/or Board policies related to school safety and security.
11. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
12. Information on grants or funding applied
    and security efforts.

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

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

School Police Officers

The district shall employ and/or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[2][22][23][24][25][26]

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

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

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[26]

Background Checks -

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.[25][26][27][28][29][30]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the district and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[31][32]

Following an offer of employment, the distr
police officer employed or contracted by the
and regulations for a law enforcement agen

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Requirements -

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

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

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[31][36]

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

The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with applicable law and Board policy.[22][38]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[38][39][40][41][42]

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

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[44]

{ } School Security Guards

The district shall employ and/or contract for
accordance with the provisions of law.[2][25

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School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy and the provisions of applicable law.[2][24][26][47]

Background Checks -

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.[25][26][27][28][29][30]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[31][32]

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[33][34]

Requirements -

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

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

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

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

The district shall make reports regarding hi
records, as required for a law enforcement
regulations.[31][36]

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Legal Footnotes

[1] 24 P.S. 1316-C
LEGAL REFERENCE

[2] 24 P.S. 1301-C
LEGAL REFERENCE

[3] 24 P.S. 1309-B
LEGAL REFERENCE

[4] 24 P.S. 1310-B
LEGAL REFERENCE

[5] Pol. 146.1 — Trauma-Informed Approach
POLICY REFERENCE

[6] Pol. 227 — Controlled Substances/Paraphernalia & Reasonable Suspicion Testing
POLICY REFERENCE

[7] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[8] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[9] Pol. 249 — Bullying/Cyberbullying
POLICY REFERENCE

[10] Pol. 333 — Professional Development
POLICY REFERENCE

[11] Pol. 351 — Controlled Substance Abuse
POLICY REFERENCE

[12] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

[13] Pol. 819 — Suicide Awareness, Prevention and Response
POLICY REFERENCE

[14] 24 P.S. 1302-E
LEGAL REFERENCE

[15] 24 P.S. 1305-B
LEGAL REFERENCE

[16] 24 P.S. 1316-B
LEGAL REFERENCE

[17] 24 P.S. 1205.1
LEGAL REFERENCE

[18] 24 P.S. 1205.5
LEGAL REFERENCE

[19] Pol. 006 — Meetings
POLICY REFERENCE

[20] Pol. 235.1
POLICY REFERENCE
Referenced policy is not available in this policy book.

[21] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[22] 24 P.S. 1302-C
LEGAL REFERENCE

[23] 24 P.S. 1310-C
LEGAL REFERENCE

[24] 24 P.S. 1311-C
LEGAL REFERENCE

[25] Pol. 304 — Employment of District Staff
POLICY REFERENCE

Policy saved — content, tracked changes, comments

[27] 24 P.S. 111
LEGAL REFERENCE

LEGAL REFERENCE

[29] 23 Pa. C.S.A. 6344
LEGAL REFERENCE

[30] 23 Pa. C.S.A. 6344.3
LEGAL REFERENCE

[31] 44 Pa. C.S.A. 7301
LEGAL REFERENCE

[32] 37 PA Code 241.5
LEGAL REFERENCE

[33] 44 Pa. C.S.A. 7310
LEGAL REFERENCE

[34] 37 PA Code 241.6
LEGAL REFERENCE

[35] 24 P.S. 1303-C
LEGAL REFERENCE

[36] 37 PA Code 241.1
LEGAL REFERENCE

[37] 24 P.S. 1304-C
LEGAL REFERENCE

[38] 24 P.S. 1305-C
LEGAL REFERENCE

[39] 22 PA Code 10.23
LEGAL REFERENCE

[40] 22 PA Code 14.104
LEGAL REFERENCE

[41] 22 PA Code 14.133
LEGAL REFERENCE

[42] Pol. 113.2 — Behavior Support
POLICY REFERENCE

[43] 24 P.S. 1306-C
LEGAL REFERENCE

[44] 24 P.S. 1307-C
LEGAL REFERENCE

[47] 24 P.S. 1314-C
LEGAL REFERENCE

[48] Pol. 907 — School Visitors
POLICY REFERENCE

Legal References

No additional references listed.

Policy saved — content, tracked changes, comments

BOARD POLICY

822 SD PNN Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
822 SD PNN	v3.1	DRAFT	8/31/2026

PURPOSE

The Board is committed to providing a safe and healthy environment for the school community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.

DEFINITION

Automated external defibrillator (AED) - a portable device that uses electric shock to restore a stable heart rhythm to an individual in cardiac arrest.[1]

AUTHORITY

Each school **building** shall have one (1) person **trained and** certified in the use of **an AED and** CPR during **the school day** when school is in session and students are present.[2][3]

Each school nurse or designee, coach of an athletic activity, marching band director, physical education teacher and athletic trainer in the district must participate in instruction in the use of an AED and CPR and maintain their certification.[2]

The AED units are owned by the district and shall be properly maintained **and tested,** and located in secure and accessible locations.

The district shall have an AED in a readily accessible location for students participating in interscholastic athletics use of an AED and CPR will be present

Policy saved — content, tracked changes, comments

The AED units shall be used in accordance with approved district procedures.

GUIDELINES

A core team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.

The district shall make instruction in the use of an AED available to all its employees and volunteers at least once every two (2) years. The instruction is optional and shall be conducted by an approved provider that may be through the Internet or other electronic means.[2]

Written guidelines for medical emergencies related to the use of AED units shall be provided to all **employees instructed in the use of an AED**.

Responders' use of AED units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

DELEGATION OF RESPONSIBILITY

The **Superintendent** or designee shall develop and disseminate administrative regulations that detail the use of AED units.

The Superintendent or designee shall annually, by June 30, report to the PA Department of Education detailing the number, condition, age, expiration date and placement of AEDs in each school building.[6]

Legal Footnotes

[1] 24 P.S. 1401
LEGAL REFERENCE

[2] 24 P.S. 1423.1
LEGAL REFERENCE

[3] 24 P.S. 1424
LEGAL REFERENCE

[4] 24 P.S. 1423.3
LEGAL REFERENCE

[5] Pol. 123 — Interscholastic Athletics
POLICY REFERENCE

[6] 24 P.S. 1423.2
LEGAL REFERENCE

Legal References

No additional references listed.

Policy saved — content, tracked changes, comments

Policy 237 — Personal Electronic Devices

Printed 7/6/2026

Policy Number	237
Title	Personal Electronic Devices
Adopted	10/2/2002
Revised	8/15/2022
Version	v1 · 7/6/2026 · DRAFT

Personal Electronic Devices

Purpose

The Board adopts this policy to support an educational environment that is orderly, safe, secure, and conducive to learning while recognizing that personal electronic devices may provide educational benefits when used appropriately.

The Board further recognizes that the misuse of personal electronic devices may disrupt instruction, compromise student and staff safety, interfere with the educational process, invade the privacy of others, and negatively impact student well being.

The Board also recognizes that reasonable limitations on personal electronic devices promote student engagement, academic integrity, digital citizenship, student well being, and a safe, orderly, and focused educational environment while allowing the District flexibility to respond to changes in technology, educational practices, school safety, and applicable law.

Definition

For purposes of this policy, personal electronic devices include, but are not limited to:

- Cellular phones and smartphones;
- Smartwatches;
- Earbuds and headphones;
- Tablets and e readers;
- Smart glasses, including prescription smart glasses, augmented reality devices, and AI enabled eyewear;
- AI enabled wearable devices;
- Cameras and recording devices;
- Portable gaming devices; and
- Any privately owned electronic device capable of photographing, audio recording, video recording, livestreaming, communicating, messaging, storing, transmitting, receiving, displaying, or accessing data, media, internet services, artificial intelligence applications, or other digital content.

This policy governs student owned personal electronic devices. District issued technology shall be governed by other applicable Board policies and administrative regulations.

Authority

Student possession and use of personal electronic devices during the school day shall be governed by this policy and administrative regulations adopted by the Superintendent or designee.

The Board recognizes that the possession, storage, access to, and use of personal electronic devices during the school day may be reasonably restricted when necessary to promote student learning, maintain a safe and orderly educational environment, protect student and staff safety, or comply with applicable federal or state law, Pennsylvania Department of Education guidance, or district operational needs.

The Board authorizes the Superintendent or designee to establish and implement administrative regulations governing the possession, storage, access to, and use of personal electronic devices, including the implementation of reasonable restrictions during the school day when necessary to carry out this policy or comply with changes in law, Pennsylvania Department of Education guidance, or district operational needs.

In the classroom, the use of personal electronic devices for educational purposes shall be at the discretion of the classroom teacher except as otherwise provided by Board policy or administrative regulation.

The Board prohibits the use of personal electronic devices in locker rooms, restrooms, health suites, changing areas, or any location where an individual has a reasonable expectation of privacy.

Exceptions

The building principal or designee may approve possession or use of a personal electronic device for:

1. Health, safety, or emergency reasons.
2. An Individualized Education Program (IEP), Section 504 Service Agreement, Individualized Health Plan, or other approved accommodation.
3. Classroom or instructional activities under the supervision of a teacher.
4. School related activities approved by a teacher, coach, advisor, or administrator.
5. Other circumstances determined appropriate by the building principal or designee.

Authorized Use of Personal Electronic Devices

The Board authorizes students to use personal electronic devices only for educational purposes when approved and supervised by a teacher or other authorized district employee, or as otherwise permitted by this policy or administrative regulation.

When educational, medical, accessibility, safety, or emergency use of a personal electronic device is approved by the building principal or designee, or required by a student's Individualized Education Program (IEP), Section 504 Service Agreement, Individualized Health Plan, or other approved accommodation, such use shall be supervised as appropriate.

The District assumes no responsibility for the loss, theft, damage, or misuse of any personal electronic device brought onto school property or to a school sponsored activity.

Recording, Photography, and Privacy

Students shall not use any personal electronic device to photograph, audio record, video record, livestream, or otherwise capture, create, possess, transmit, post, or distribute images, audio, or video of any student, employee, volunteer, visitor, classroom activity, school operation, or incident occurring on school property, while participating in district transportation, or at school sponsored activities unless expressly authorized by a teacher or administrator for an approved educational, instructional, medical, accessibility, safety, or school related purpose or otherwise permitted by law.

Students shall not use the electronic functionality of smart glasses, including prescription smart glasses, AI enabled eyewear, or any wearable electronic device capable of recording audio, video, photographs, communicating, transmitting data, or accessing artificial intelligence applications unless expressly authorized by a teacher or administrator for an approved educational, instructional, medical, accessibility, safety, or school related purpose.

Students who witness a fight, altercation, medical emergency, safety concern, threat, or other incident requiring staff intervention are expected to immediately notify a school employee or other responsible adult. Recording, photographing, audio recording, livestreaming, posting, transmitting, distributing, or delaying the reporting of an incident in order to record or share it may constitute a violation of this policy and the Student Code of Conduct.

The Board prohibits the taking, storing, transmitting, viewing, disseminating, or sharing of obscene, pornographic, lewd, illegal, or otherwise prohibited images, videos, recordings, or other electronic media.

Conduct that may constitute a violation of federal or state law may be referred to the appropriate law enforcement agency.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents or guardians, and employees regarding this policy.

The Superintendent or designee shall develop, implement, and periodically revise administrative regulations necessary to carry out this policy.

Administrative regulations may establish procedures governing:

- Possession of personal electronic devices;
- Storage requirements;
- Access to personal electronic devices;
- Approved and prohibited uses;
- Classroom expectations;
- Restrictions during the school day, including bell to bell expectations when required by law or determined appropriate by the District;
- Wearable technology;
- Approved exceptions;
- Enforcement procedures;
- Disciplinary procedures; and

- Other operational requirements necessary to implement this policy.

Administrative regulations may be revised without amendment to this policy, provided they remain consistent with Board policy and applicable law.

Guidelines

Students are responsible for the security of any personal electronic device brought onto school property or to a school sponsored activity.

Unauthorized photographing, audio recording, video recording, livestreaming, or the creation, possession, transmission, posting, or distribution of images, audio, or video of students, employees, volunteers, visitors, classroom activities, school operations, or school related incidents through any personal electronic device shall constitute a violation of this policy and the Student Code of Conduct and may result in disciplinary action.

Violations of this policy or applicable administrative regulations may result in disciplinary action consistent with the Student Code of Conduct and may include confiscation of the personal electronic device.

The return of confiscated personal electronic devices shall be governed by administrative regulation.

Footnotes

[1] Citation details unavailable

No. 237.1-AR-0

JEFFERSON-MORGAN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

237.1-AR-0. IMPLEMENTATION PROCEDURES FOR PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices

This Administrative Regulation establishes procedures for implementing and enforcing Board Policy 237 regarding student personal electronic devices.

Building Level Responsibilities

Principals or designees shall:

- Establish and communicate building specific procedures for the storage and use of personal electronic devices.
- Ensure that classroom storage pouches or organizers are available and utilized in Grades 9 through 12.
- Provide annual training to staff regarding expectations and enforcement procedures.
- Monitor compliance and ensure consistent application of the policy.
- Communicate procedures and expectations to students and families annually.
- Establish procedures for documenting violations and securing confiscated devices.
-

Staff Responsibilities

Teachers and staff shall:

- Reinforce the District's expectations regarding personal electronic devices.
- Require students in Grades 9 through 12 to place cell phones in designated classroom storage pouches or organizers upon entering each classroom.
- Ensure students in Grades 6 through 8 keep personal electronic devices away and out of sight throughout the school day.
- Ensure students in Grades Kindergarten through 5 do not possess or use personal electronic devices during the school day unless an approved exception applies.
- Not permit access to personal electronic devices except as authorized under Board Policy 237.
- Document violations in accordance with building procedures.
- Turn confiscated devices over to the main office or designated administrator when necessary.

Student Procedures

Grades Kindergarten through 6

- Students shall not possess or use personal electronic devices during the school day unless expressly authorized by the building principal or designee for a documented educational, medical, safety, or other approved purpose.
- Any approved personal electronic device shall remain powered off or silenced and shall only be accessed for the approved purpose.

Grades 7 through 8

- Students shall keep personal electronic devices powered off or silenced and secured in a backpack or other approved location throughout the school day.
- Personal electronic devices shall remain away and out of sight at all times.
- Students shall not access or use personal electronic devices during the school day unless authorized under an approved exception.

Grades 9 through 12

- Students shall place their cell phone in the designated classroom storage pouch or organizer immediately upon entering each classroom.
- Students shall retrieve their device at the conclusion of the class period and place it in the designated storage pouch upon entering their next classroom.
- Outside of class periods, including passing time, lunch, study halls, assemblies, and other school activities during the instructional day, personal electronic devices shall remain away and out of sight unless specifically authorized by a staff member.
- Students shall not access or use personal electronic devices during the school day unless authorized under an approved exception.

Wearable Technology

Students shall not use smartwatches, smart glasses, earbuds, headphones, or any other wearable technology in a manner that permits communication, recording, internet access, messaging, streaming, or other digital interaction during the school day.

Students shall not use one personal electronic device in place of another to circumvent Board Policy 237.

Approved Exceptions

The Superintendent or designee may authorize exceptions for:

- Documented medical needs.
- Accommodations required by an Individualized Education Program (IEP) or Section 504 Plan.

- Limited educational purposes approved by both the classroom teacher and the building principal or designee.
- Emergency situations as determined by school administration or safety personnel.

Approved instructional use shall be limited to the duration necessary to accomplish the educational objective.

Enforcement Guidelines
Violations of Board Policy 237 shall be addressed through progressive discipline and in accordance with the Student Code of Conduct and Administrative Regulation 237.1.
Administrators may:

- Confiscate personal electronic devices.
- Require parent or guardian notification or conferences.
- Assign detention or other disciplinary consequences.
- Require parent or guardian retrieval of devices for repeated violations.
- Implement behavioral contracts or additional interventions for repeated or willful noncompliance.

Communication
The District shall provide annual communication regarding Board Policy 237 and this Administrative Regulation through student handbooks, orientation programs, district communications, and other appropriate means.
Building principals shall ensure students and families are informed of expectations at the beginning of each school year.

Review
This Administrative Regulation shall be reviewed annually by the Superintendent or designee and revised as necessary.

Jefferson-Morgan School District
Daily Cafeteria Assignments

Management reserves right to direct workforce

These directives have been created in order to generate an even work load for all workers, increase productivity, and give workers an outline of duties expected of them during their shift. They are not intended to be unalterable. When changes occur within the District, Food Service Department, or within the USDA Child Nutrition Program, directives will be amended accordingly. This includes changes to work shift times and duties.

High School Register #2

The following is a breakdown of Cafeteria Worker duties assigned to _____
Shift is 4.75 hours Shift start/end time is 8:45 -1:30.

Main Responsibilities

- Follows Child Nutrition Program and Food Safety regulations
- Follows District charge policy
- Obtains money drawer, ensures proper amount is in drawer ($70) Opens up register 8:45 am
- Assembles/places Café Combo Packs (Yogurt & PBJ) in cooler. Place on serving line 10 mins prior to lunch
- Prepares cookies daily M-Th & ensures cookies are available before & during all lunches periods
- Prepares fruit (at minimum 3 types) for all lunches. *prepares more between lunches if needed
- Completes own sections of production sheet prior to lunch service & revises if extra food was prepared.
- Orders any/all items needed to complete duties *include extra chips for vending machine.
- Back up for Director to phone in milk orders.
- Is responsible for own dishwashing during prep
- Maintains cleanliness of work station, 2-compartment sink & hand washing sink
- Sends towels to Elementary daily & Folds clean towels
- Responsible for lower lobby vending. Restock & generate a deposit every Friday. May need replenished during the school week. Check periodically
- Assists with table sanitation between and after lunches including picnic tables
- Maintains cleanliness of cashiering area (wipes/cleans area daily) including tops of beverage coolers
- Between lunches & end of day replenishes chip carts
- Between lunches wipe down front end of serving line
- If time permits, reports to kitchen to assists with food prep then to help with dishes
- Pans juice needed for MSHS lunch
- Ensures meals, entrees, snacks and beverage items are rung up accurately
- Properly accepts/maintains all cafeteria funds & prepares accurate deposits
- Completes meal/entrée count sheet and successfully balances register (1st register to close out)
- Tears down salad bar after last lunch when salad bar is offered & places it by Cashier #1 work station
- Returns 1 chip rack to backroom & restocks both racks at end of day (rotate: new dates are in back/bottom)
- Takes money drawer back to secured designated area
- Takes boxes to the back throughout the day
- Maintains dry/canned goods rooms (each item must be dated, organized, FIFO and sweep & mop)
- Maintains cleanliness of black 3 tier carts each Friday and as needed
- Assists with end of day cleaning (sweep/mop) - serving line, past microwave, office thru back hallway.
- Ensures deposit is taken to the Business Office
- All other duties as assigned or as needed during prep, serving, or cleaning

Management reserves right to direct workforce

Jefferson-Morgan School District
Daily Cafeteria Assignments

Management reserves right to direct workforce

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- Follows District charge policy
- Obtains money drawer, ensures proper amount is in drawer ($70) Opens up register 8:45 am
- Assembles/places Café Combo Packs (Yogurt & PBJ) in cooler. Place on serving line 10 mins prior to lunch
- Prepares cookies daily M-Th & ensures cookies are available before & during all lunches periods
- Prepares fruit (at minimum 3 types) for all lunches. *prepares more between lunches if needed
- Completes own sections of production sheet prior to lunch service & revises if extra food was prepared.
- Orders any/all items needed to complete duties *include extra chips for vending machine.
- Back up for Director to phone in milk orders.
- Is responsible for own dishwashing during prep
- Maintains cleanliness of work station, 2-compartment sink & hand washing sink
- Sends towels to Elementary daily & Folds clean towels
- Responsible for lower lobby vending. Restock & generate a deposit every Friday. May need replenished during the school week. Check periodically
- Assists with table sanitation between and after lunches including picnic tables
- Maintains cleanliness of cashiering area (wipes/cleans area daily) including tops of beverage coolers
- Between lunches & end of day replenishes chip carts
- Between lunches wipe down front end of serving line
- If time permits, reports to kitchen to assists with food prep then to help with dishes
- Pans juice needed for MSHS lunch
- Ensures meals, entrees, snacks and beverage items are rung up accurately
- Properly accepts/maintains all cafeteria funds & prepares accurate deposits
- Completes meal/entrée count sheet and successfully balances register (1st register to close out)
- Tears down salad bar after last lunch when salad bar is offered & places it by Cashier #1 work station
- Returns 1 chip rack to backroom & restocks both racks at end of day (rotate: new dates are in back/bottom)
- Takes money drawer back to secured designated area
- Takes boxes to the back throughout the day
- Maintains dry/canned goods rooms (each item must be dated, organized, FIFO and sweep & mop)
- Maintains cleanliness of black 3 tier carts each Friday and as needed
- Assists with end of day cleaning (sweep/mop) - serving line, past microwave, office thru back hallway.
- Ensures deposit is taken to the Business Office
- All other duties as assigned or as needed during prep, serving, or cleaning

Management reserves right to direct workforce

Elementary Trips for September 2026 Approval

Item #1
Request approval for 3 fourth grade and 3 fifth grade students to attend the IU1 24 Math Tournament at PennWest California on October 16, 2026. Students will be under the supervision of Carrie Ricco and Maddie Loring. There is no cost for entry, and District transportation will be utilized. One district van and one substitute teacher will be required, as budgeted.

Item #2
Request approval for Julie Clayton and the 6th grade teachers to attend the annual Career Readiness field trip to the Greene County Career and Technology Center on October 7, 2026. The only cost to the District will be one bus in the amount of $200.00, as budgeted.

Item #3
Request approval for PreK and Kindergarten students to attend their annual field trip to Triple B Farms on October 9, 2026. Transportation will require one van and one bus at a cost of $343.69. Admission will include 61 students and 12 chaperones at $13.50 each, one PCA and one nurse at $6.50 each, and four teachers at no cost. The total cost for tickets is $998.50, for a total trip cost of $1,342.19, as budgeted.

Item #4
Request approval for the attached Prevention Programs for the 2026-27 school year. There is no cost to the District for any of the programs.

Item #5
Request approval for 5th and 6th grade students to attend the Drumline Holiday Spectacular at the Benedum Center in Pittsburgh on November 20, 2026. Tickets and bus transportation are provided by the Pittsburgh Cultural Trust. Transportation costs for two buses, totaling $957.16, will be reimbursed after the District submits the Bus Subsidy payment form. The trip will include 119 students, one nurse, six teachers, two PCAs, two buses, and one district van.

Elementary Prevention Programs 2026-27

PreK
Why Animals Don't Smoke- Greene County Human Services
3 Types of Touches - STARRS Program

Kindergarten
Why Animals Don't Smoke- Greene County Human Services
3 Types of Touches - STARRS Program
Life Skills - Greene County Human Services (8-10 weeks)

1st grade
Look Alike Drugs- Greene County Human Services
3 Types of Touches - STARRS Program
Poison Prevention – Penn State Extension Services
Rollercoaster -(coping skills, decision making, conflict resolution)
8 weeks Catholic Charities

2nd grade
Safe Medications- Greene County Human Services
Life Skills - Greene County Human Services (8-10 weeks)
3 Types of Touches - STARRS Program

3rd grade
Timeline- Greene County Human Services- goal setting
Rollercoaster -(coping skills, decision making, conflict resolution)
8 weeks Catholic Charities

4th grade
*Botvin (Drug & Alcohol Prevention) –Mrs. Clayton (8 weeks)
Smoking Prevention- Greene County Human Services (6 weeks)

5th grade
*Botvin (Drug & Alcohol Prevention) –Mrs. Clayton (8 weeks)

6th grade
*Botvin (Drug & Alcohol Prevention) –Mrs. Clayton (12-14 weeks)

All programs are 1 classroom lesson, unless indicated.

MS/HS Trips for September 2026 Approval

Item #1
Request approval for James McGrath and Catherine Herold to take up to 18 high school students to visit regional colleges/universities four times per semester (dates/venues to be determined) during the 2026-27 school year. One substitute teacher will be needed, as well as two district vans per trip, as budgeted.

Item #2
Request approval for Catherine Herold and up to one additional staff member (pending student interest) to take interested students to the Builders Guild Build On Construction Career Fair at the David L. Lawrence Convention Center (Pittsburgh, PA) on October 23, 2026. Up to one substitute teacher will be required as well as up to two vans, as budgeted.

Item #3
Request approval for Catherine Herold and two additional staff members to take 11th and 12th grade students to the PennWest University (California, PA) College Fair on October 20, 2026. Two buses will be required, as budgeted.

Item #4
Request approval for Danielle Shrader and Carrie Ricco to take elementary and middle school students to Academic League competitions throughout the 2026-27 school year. The dates are as follows:

September 29, 2026, PennWest California (California, PA)
October 8, 2026, PennWest California (California, PA)
October 22, 2026, PennWest California (California, PA)
November 18, 2026, PennWest California (California, PA)
December 4, 2026, PennWest California (California, PA)

Two substitute teachers will be required, as well as one bus per trip as shared with the elementary academic league team, as budgeted.

Item #5
Request approval for Lindsay Shay to take high school academic team students to Academic League competitions throughout the 2026-27 school year. The dates are as follows:

October 14, 2026, PennWest California (California, PA)
November 4, 2026, PennWest California (California, PA)
December 11, 2026, PennWest California (California, PA)
January 14, 2027, PennWest California (California, PA)
February 10, 2027, PennWest California (California, PA)
March 3, 2027, PennWest California (California, PA)

One substitute teacher will be required, as well as one bus per trip, as budgeted.

Item #6
Request approval for Lindsay Shay to take high school Debate Club students to Debate competitions throughout the 2026-27 school year. The dates/venues are as follows:

October 9, 2026, Jefferson-Morgan School District, substitute coverage needed
November 13, 2026, Brownsville School District (Brownsville, PA)
January 8, 2027, Uniontown School District (Uniontown, PA)
February 26, 2027, Laurel Highlands School District (Uniontown, PA)
March 19, 2027, Carmichaels Area School District

One substitute teacher will be needed, as well as one van per trip, as budgeted.

Item #7
Request approval for Jodi Fulks and Megan Pierce to take Interact Club students to the Interact District Conference on October 8, 2026. Two substitute teachers will be needed, as well as two district vans, as budgeted.

Item #8
Request approval for Jodi Fulks or Megan Pierce (alternating) to take Interact Club students to the Washington City Mission (Washington, PA) monthly (September 2026 through May 2027) during the 2026-27 school year to complete service projects. One substitute teacher will be required, as well as one van, as budgeted.

Item #9
Request approval for Jodi Fulks to take up to 9 Yearbook Club students to visit community businesses to sell ads for Yearbook four times during the 2026-27 school year, with tentative timelines being September/October 2026, November/December 2026, February 2027, and March 2027. One substitute teacher will be required, as well as one district van per trip, as budgeted.

Item #10
Request approval for Jodi Fulks to take Rockets Launching Leadership (RLL) students on two team building/leadership trips during the 2026-27 school year (dates/venues to be determined). One substitute teacher will be needed, as well as one bus, paid for by the Rocket Launching Leadership class account.

Item #11
Request approval for Jodi Fulks to take RLL students to the Jefferson Community/Senior Center (Jefferson, PA) monthly (September 2026 through May 2027) during the 2026-27 school year to complete service activities with senior citizens. One van will be needed, as budgeted.

Item #12
Request approval for Jodi Fulks to take first semester Entrepreneurship course students to Sarris Candies in Canonsburg, PA for a Factory Tour. The date is to be determined based on

coordination with Sarris Candies. One substitute teacher will be required, as well as one district van, as budgeted.

Item #13
Request approval for Jodi Fulks and one additional staff member to take HONEY students on three health and fitness trips during the 2026-27 school year (dates/venues to be determined). Two substitute teachers will be required, as well as two district vans, as budgeted.

Item #14
Request approval for Shannon Corbett to take 9 members of Students Against Destructive Decisions (SADD) to attend events throughout the 2026-27 school year on October 2, November 6, and December 4, 2026; January 8 and February 5, 2027 at Intermediate Unit 1; March 18, 2027 at PennWest University; and April 22, 2027 at South Strabane Township Municipal Building. One substitute teacher will be required, as well as one van, as budgeted.

Item #15
Request approval for Taylor Ewart to attend Student Centered AI Literacy for Building Critical Thinkers professional development series on September 28 and November 18, 2026 at PennWest California University. One substitute teacher will be required, as budgeted.

Item #16
Request approval for Stacie Kniha to take 9 members of the Student Council/Principal Advisory Committee to attend events throughout the 2026-27 school year on October 13, 2026 and January 12, 2027 at Intermediate Unit 1; February 9, 2027 at EQT Rec Center; and March 9, 2027 at Nemacolin Country Club. One substitute teacher will be required as well as one district van per trip, as budgeted.

Item #17
Request approval for Danielle Shrader and Lindsay Shay to take GATE students to the Range STEM Challenge in Canonsburg, PA on April 14, 2027. Two substitute teachers will be required as well as two school vans, as budgeted.

Item #18
Request approval for Maddie Loring, Keisha Weaver and one additional volunteer to take Drama Club students throughout the Jefferson-Morgan School District community for the Christmas Caroling Fundraiser on December 17, 2026. Three vans will be required, as budgeted.

Item #19
Request approval for Christina Colebank and Michael Pochron to take marching band members to the Buckwheat Festival on September 24, 2026; California Band Festival on October 17, 2026; and PennWest California Homecoming Parade on October 24, 2026.

Item #20
Request approval for Catherine Herold and two additional staff members to take 9th grade

students to the Greene County Career and Technology Center (Waynesburg, PA) in October 2026, with the finalized date pending CTC approval. Two buses will be required, as budgeted.

Item #21
Request approval for Mike Lesko to take Art Club members to Michaels and Hobby Lobby (Washington, PA) to get supplies for the annual spring art show on October 22, 2026. One substitute teacher will be needed, as well as one school van, as budgeted.

Item #22
Request approval for Katie Caffrey to take Food Bank student volunteers to the St. Marcellus Church monthly (September 2026 through May 2027) during the 2026-27 school year to complete volunteer hours. One substitute teacher will be required, as well as one van, as budgeted.

Item #23
Request approval for Megan Pierce and one additional staff member to take approximately 40 students to the Soldiers and Sailors Memorial Hall (Pittsburgh, PA) on November 4, 2026 for the annual Faraday Lecture series. Two substitute teachers will be needed, as well as one bus, as budgeted.

Item #24
Request approval for Danielle Shrader, Tiffany Throckmorton, Sean Lohrer, Taylor Ewart, Rob Ardeno, and Steve Roszak to take 7th and 8th grade students to Mapletown High School for the annual Red Ribbon Football game on October 8, 2026. Two buses will be required, as budgeted.

Item #25
Request approval for Brittany McIntire and Personal Care Aides to take classroom students to Stepping Stones (Morgantown, WV) in October 2026, awaiting a finalized date from Stepping Stones. Two district vans will be required, as budgeted.

Item #26
Request approval for Sean Lohrer and one additional staff member to take Outdoor Adventure and Travel Writing (innovation period) students to the Greene River Trail on September 30, 2026 for a class field trip. Two substitutes will be required (half day each), as well as two school vans, as budgeted. Substitute costs will be covered through the PBIS Grant.

Item #27
Request approval for Sean Lohrer and one additional staff member to take Outdoor Adventure and Travel Writing (innovation period) students to Ohiopyle State Park (Ohiopyle, PA) on October 28, 2026 for a class field trip. Two substitutes will be required, as well as two school vans, as budgeted. Substitute costs will be covered through the PBIS Grant.

Item #28
Request approval for Danielle Shrader, Taylor Ewart, Wes Loring and up to 6 students to attend

the 10th annual “Celebrating a Decade of Impact: The 10th Anniversary Innovation Grants” event at the Washington Trolley Museum (Washington, PA) on October 20, 2026. This event is hosted in thanks to the Claude Worthington Benedum Foundation’s Innovation Grant ($5,000) provided to the District in January 2026. Two substitute teachers will be required, as well as one school van, as budgeted. The District will receive a $150 stipend for attending.

Item #29
Request approval for Taylor Ewart, Steve Roszak and Wes Loring to attend the Western Pennsylvania Middle Level Symposium at Seneca Valley School District on October 23, 2026. Two substitute teachers will be required, along with one school van.

Item #30
Request approval for Taylor Ewart, Michael Pochron and up to five students to attend Intermediate Unit 1’s “One School, One Voice: Connecting Students and Communities in Rural Southwest Pennsylvania” grant event on October 1, 2026 and May 25, 2026 as generously provided by the Grable Foundation. Two substitute teachers will be required, as well as one district van.