

Agenda of Committee of the Whole Meeting

The Board of School Directors Blue Mountain School District

A Committee of the Whole Meeting of the Board of Trustees of Blue Mountain School District will be held Monday, September 21, 2026, beginning at 6:30 PM Blue Mountain School District, District Office, 685 Red Dale Road, Orwigsburg, PA 17961.

1. OPENING

2. REVIEW OF AGENDA

3. INVITATION TO PUBLIC TO SPEAK ON AGENDA ITEMS

4. OPERATIONS, FACILITIES, & SAFETY - _____(Chair), Campomizzi, Grube

4.A. Finance

4.B. Facilities

4.C. Transportation

4.D. Food Services

4.E. Safety/Security

5. GOVERNANCE, POLICY, & LABOR RELATIONS - Miller (Chair), Blair, Zelusky

5.A. Personnel

5.B. Policy

6. STUDENT ACHIEVEMENT & PROGRAMMING - Grube (Chair), Blair, Strause

6.A. Curriculum & Instruction

6.B. Technology

6.C. Co-Curricular

7. TALENT, CULTURE, & CLIMATE - Vesay (Chair), Troutman- Meisner, Blair

7.A. Community Relations

8. EAGLE FOUNDATION - Blair

9. RECREATION COMMISSION - Strause, Miller

10. SCHUYLKILL INTERMEDIATE UNIT 29 - _____ (STC), Vesay (IU)

11. PSBA

11.A. PSBA Officer Elections

11.B. 2026 PSBA Leadership Conference

11.C. Board Meeting Date Revision

12. OTHER ITEMS FOR CONSIDERATION

13. DATES FOR FUTURE MEETINGS

14. EXECUTIVE SESSION AND ADJOURNMENT



BOARD POLICY

313 Evaluation of Employees - Second Reading/Adoption

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
313	8/17/2026	v1.4	UNDER-REVIEW
WORKFLOW	PRINTED		
Second Reading	9/16/2026		

Purpose

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

Authority

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations.[\[1\]](#) [\[2\]](#)

The Board shall be informed periodically about the results of evaluations.

Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of district employees to be submitted for Board approval.

The Board authorizes the Superintendent to develop employees in accordance with the Pennsylvania Dep assistant administrators, supervisors, and/or principal



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The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Superintendent or by an assistant administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

Guidelines

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.[\[2\]](#)

Professional employees are required to be evaluated at least once each year.

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of needs improvement issued by the district within ten (10) years of the first overall rating of needs improvement where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated needs improvement or failing solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.



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review sub-status

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of needs improvement or failing shall participate in a Performance Improvement Plan.

NOTE:

If a collective bargaining agreement in effect prior to July 1, 2012, provides for a rating system for professional and temporary professional employees that is different than the state-approved rating system, the rating system provided in the collective bargaining agreement remains effective until the collective bargaining agreement expires. No collective bargaining agreement entered into after July 1, 2012, shall contain a rating system for professional and temporary professional employees that is inconsistent with state law and regulations.

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Legal Footnotes

[1] 24 P.S. 510
LEGAL REFERENCE

[2] 24 P.S. 1108
LEGAL REFERENCE

Legal References

No additional references listed.

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BOARD POLICY

317 Conduct/Disciplinary Procedures - Second Reading/Adoption

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
317	8/17/2026	v1.4	UNDER-REVIEW
WORKFLOW	PRINTED		
Second Reading	9/16/2026		

■ Proposed addition ■ Proposed deletion

Authority

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#) [\[2\]](#)

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[3\]](#) [\[4\]](#)

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[3\]](#)

Certificated employees shall comply with the Code of Professional Practice and Conduct for Educators, in accordance with applicable law and regulations. [1]

When engaged in assigned duties, district employees shall not participate in activities that include, but are not limited to, the following:

1. {X} Physical or verbal abuse, or threat of harm, to anyone.
2. {X} Nonprofessional relationships with students. [2]
3. {X} Causing intentional damage to district property, facilities or equipment.
4. {X} Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. {X} Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. [5]
6. {X} Use of profane language.
7. {X} Breach of confidential **student, staff or district** information.
8. {X} Failure to comply with directives of district officials, security officers or law enforcement officers. [6]
9. {X} Carrying **or** possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. {X} Violation of Board policies, administrative regulations, rules or procedures. [6]
11. {X} Violation of federal, state, or applicable municipal laws or regulations. [6]

The district may take disciplinary action for employee conduct that **occurs during or outside of assigned duties when such conduct has a direct nexus to or** obstructs, disrupts, or interferes with **the** teaching, research, service, operations, administrative or disciplinary functions of the district, or any **district-sponsored activity**.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to

☒ verbal warning

☒ written warning

☒ reprimand

☒ suspension

☒ demotion[7]

☒ dismissal[6]

☒ pursuit of civil and **legal remedies**.

Prior to considering demotion or dismissal of an employee, and at other times when employee conduct has been reported, the Superintendent or designee shall investigate allegations that an employee has violated Board policies, administrative regulations, rules or procedures and shall recommend appropriate action to the Board, in accordance with applicable law and regulations.[4][6][8][9]

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a Board hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[4][6][8][9][10][11][12][13][14][15][16][17]

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[18\]](#) [\[19\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[20\]](#)

The Superintendent may also receive notice from the PA Department of Education when a certificated educator has a pending record of arrest, indictment or charge entered upon their state record in the Teacher Information Management System (TIMS).

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[\[18\]](#) [\[21\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[20\]](#) [\[21\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[18\]](#) [\[20\]](#)

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Legal Footnotes

[1] 22 PA Code 235.1
LEGAL REFERENCE

**[2] Pol. 824 – Maintaining Professional
Adult/Student Boundaries**
POLICY REFERENCE

[3] 24 P.S. 510
LEGAL REFERENCE

[4] 24 P.S. 514
LEGAL REFERENCE

[5] Pol. 351 – Drug and Substance Abuse
POLICY REFERENCE

[6] 24 P.S. 1122
LEGAL REFERENCE

[7] 24 P.S. 1151
LEGAL REFERENCE

[8] 24 P.S. 1121
LEGAL REFERENCE

[9] 24 P.S. 1127
LEGAL REFERENCE

[10] 24 P.S. 1126
LEGAL REFERENCE

[11] 24 P.S. 1128
LEGAL REFERENCE

[12] 24 P.S. 1129
LEGAL REFERENCE

[13] 24 P.S. 1130
LEGAL REFERENCE

[14] 24 P.S. 1131
LEGAL REFERENCE

[15] 24 P.S. 1132
LEGAL REFERENCE

[16] 24 P.S. 1133
LEGAL REFERENCE

[17] 2 Pa. C.S.A. 551
LEGAL REFERENCE

[18] 24 P.S. 111
LEGAL REFERENCE

[19] 24 P.S. 2070.9a
LEGAL REFERENCE

[20] 23 Pa. C.S.A. 6344.3
LEGAL REFERENCE

Legal References

No additional references listed.



BOARD POLICY

317.1 Educator Misconduct - Second Reading/Adoption

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
317.1	8/17/2026	v1.4	UNDER-REVIEW
WORKFLOW	PRINTED		
Second Reading	9/16/2026		

Purpose

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

Authority

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#) [\[2\]](#)

Definitions

Educator - shall mean a person who holds a certificate.[\[3\]](#)

Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

Sexual Abuse or Exploitation - shall mean any of the following:[\[4\]](#)

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1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[\[3\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic



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Delegation of Responsibility

Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[\[5\]](#)

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that the educator has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services). [\[6\]](#)
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and immediate supervisor, within fifteen (15) days of discovery of such misconduct.[\[5\]](#)

All reports submitted to the Pennsylvania Department of Education shall include all of all information, including: documentary evidence, and any other information from the school relating to the misconduct resulting in the report.



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An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[\[5\]](#) [\[7\]](#) [\[8\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action.[\[9\]](#)

Guidelines

Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[\[10\]](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[\[10\]](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[10\]](#)

Discrimination/Harassment

Whenever the allegations underlying a report appears to constitute harassment or other **harassment**, subject to policies and procedures, the Coordinator shall be promptly notified and shall investigate by the district or educator the applicable Board policies. Whenever an investigation by the district or educator

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misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including **Title IX sexual harassment**, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such conduct. To the extent feasible, investigations shall be conducted jointly with investigations by the district of educator misconduct. [\[11\]](#) [\[12\]](#)

Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[\[13\]](#)

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[14\]](#)

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Legal Footnotes

[1] 22 PA Code 235.1
LEGAL REFERENCE

[2] 24 P.S. 2070.1a
LEGAL REFERENCE

[3] 24 P.S. 2070.1b
LEGAL REFERENCE

[5] 24 P.S. 2070.9a
LEGAL REFERENCE



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[7] 24 P.S. 111
LEGAL REFERENCE

[8] Pol. 317 — Conduct/Disciplinary Procedures
POLICY REFERENCE

[9] 24 P.S. 2070.9c
LEGAL REFERENCE

[10] 24 P.S. 2070.11
LEGAL REFERENCE

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

**[12] Pol. 104 — Discrimination/Harassment
Affecting Staff**
POLICY REFERENCE

[13] 24 P.S. 2070.17b
LEGAL REFERENCE

[14] 24 P.S. 2070.17a
LEGAL REFERENCE

Legal References

No additional references listed.



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BOARD POLICY

610 Purchases Subject to Bid/Quotation - Second Reading/Adoption

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
610	v1.7	UNDER-REVIEW	Second Reading
PRINTED			
9/16/2026			

Proposed addition

Proposed deletion

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]](#) [\[2\]](#)

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[1\]](#) [\[2\]](#) [\[3\]](#)

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[1\]](#) [\[2\]](#)

After due public notice advertising for comp

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1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$24,500** equal to the Consumer Price Index as published annually by the Pennsylvania Department of Labor and Industry or more, unless exempt by law.[\[2\]](#)
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$24,500**, the Consumer Price Index as published annually by the Pennsylvania Department of Labor and Industry, unless exempt by law.[\[1\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[\[1\]](#) [\[2\]](#)

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[\[1\]](#) [\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

☒ Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[\[4\]](#) [\[5\]](#)

The district shall electronically maintain the confidentiality of the bid until the bid opening.[\[5\]](#)

☒ Competitive Electronic Auction Bidding

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services.[\[6\]](#)

An invitation for bids shall be issued and shall include:[\[6\]](#)

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1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]](#)[\[2\]](#)

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1. Furniture, equipment, school supplies and appliances costing a base amount of more than ~~\$13,200~~ but less than ~~\$24,500~~, not more but less than the amount as established Consumer Price Index as published annually by the Pennsylvania Department of Labor and Industry.^[2]
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than ~~\$13,200~~ but less than ~~\$24,500~~, not more but less than the amount as established Consumer Price Index as published annually by the Pennsylvania Department of Labor and Industry.^[1]

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than ~~\$13,200~~.^[1]

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.^[1]^[2]

NOTES:

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

Act 4 of 1974 – Withdrawal of Bids – 73 P.S.

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Legal Footnotes

[1] 24 P.S. 751 LEGAL REFERENCE	[2] 24 P.S. 807.1 LEGAL REFERENCE
[3] 24 P.S. 120 LEGAL REFERENCE	[4] 62 Pa. C.S.A. 4602 LEGAL REFERENCE
[5] 62 Pa. C.S.A. 4603 LEGAL REFERENCE	[6] 62 Pa. C.S.A. 4604 LEGAL REFERENCE

Legal References

No additional references listed.

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BOARD POLICY

611 Purchases Budgeted - Second Reading/Adoption

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
611	8/17/2026	v1.4	UNDER-REVIEW
WORKFLOW	PRINTED		
Second Reading	9/16/2026		

■ Proposed addition ■ Proposed deletion

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than ~~\$24,500~~, **the Consumer Price Index as published annually by the Pennsylvania Department of Labor and Industry,** in which case prior approval by the Board is required.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the

{X} Purchasing Agent,

{X} department head, **Director**

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{X} building principal,

{ } Superintendent,

who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.^[1]
^[2]^[3]

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Legal Footnotes

[1] 24 P.S. 751
LEGAL REFERENCE

[2] 24 P.S. 807.1
LEGAL REFERENCE

[3] 24 P.S. 609
LEGAL REFERENCE

Legal References

No additional references listed.



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review sub-status



BOARD POLICY

619 District Audit - Second Reading/Adoption

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
619	V1.4	UNDER-REVIEW	Second Reading
PRINTED			
9/16/2026			

Purpose

To ensure accurate, transparent and legally compliant financial reporting for the school district, the district's financial accounts must be fully documented within the annual district audit and applicable state audits.

Authority

The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board recognizes the importance of the public's right **to access the public records of the district**, including public financial records. The public has the right under law to inspect and procure copies of the annual **financial** audit conducted by the district's accountants and **any state-level financial** audit. [\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Delegation of Responsibility

The district must submit an annual financial audit of Education by October 31 each year.[\[8\]](#)



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The Superintendent and Board Secretary shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor’s opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements.[\[8\]](#)

If the financial information **submitted in the annual financial report was not** deemed materially consistent **with the audited financial statements**, the district shall submit a revised annual financial report no later than December 31.[\[8\]](#)[\[9\]](#)

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Legal Footnotes

[1] 24 P.S. 437 LEGAL REFERENCE	[2] 24 P.S. 2401 LEGAL REFERENCE
[3] 24 P.S. 2408 LEGAL REFERENCE	[4] 24 P.S. 2441 LEGAL REFERENCE
[5] 24 P.S. 408 LEGAL REFERENCE	[6] 65 P.S. 67.701 LEGAL REFERENCE
[7] Pol. 801 — Public Records POLICY REFERENCE	[8] 24 P.S. 218 LEGAL REFERENCE

Legal References

No additional references listed.



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review sub-status



BOARD POLICY

626 Federal Fiscal Compliance - Second Reading/Adoption

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
626	8/17/2026	v1.4	UNDER-REVIEW
WORKFLOW	PRINTED		
Second Reading	9/16/2026		

Proposed addition

Proposed deletion

Authority

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.[\[1\]](#)

The Board shall review and approve all applications for federal funds submitted by the district.

Delegation of Responsibility

The Board designates the

{ } Superintendent

{X} Federal Programs Coordinator

{ } building principal

{ } Business Manager

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as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.[\[1\]](#)

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

Guidelines

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

The district's financial management system is subject to periodic internal and external audits. For any fiscal year in which the district expends \$1,000,000 or more in federal awards, the district is required to have a single or program-specific audit in compliance with federal requirements.[\[2\]](#)

District financial management standards and procedures shall **include requirements for the following:**

1. Identification – The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of **federal regulations**.
3. Accounting Records – The district must maintain accurate records of the source and application of funds provided.



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4. Internal Controls – Effective control and accountability, including segregation of duties, must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and **take steps to ensure** that it is used solely for authorized purposes. **Reasonable cybersecurity and other measures must be in place to protect personally identifiable information and other types of information.**
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in **federal regulations.**
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts. [\[3\]](#) [\[4\]](#) [\[5\]](#)

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures. [\[6\]](#)

Employees - Time and Effort Reporting

All district employees paid with federal funds shall document **their time working** in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals. [\[7\]](#)

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The district shall establish and maintain employee policies and procedures on hiring, benefits and leave and outside activities, as approved by the Board. District procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.[\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#) [\[16\]](#)

Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[\[17\]](#) [\[18\]](#)

The district shall comply with federal record conversion and quality control review requirements to safeguard the integrity of electronic records.[\[19\]](#)

The district shall ensure the proper maintenance of federal fiscal records documenting: [\[18\]](#) [\[20\]](#)[\[21\]](#)[\[22\]](#)

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results **to:**
 - a. **Determine progress.**
 - b. **Inform periodic review and conti**
 - c. **Revise project objectives, if nece**



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All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents. [\[23\]](#)

Records shall be retained for a minimum of **three (3) years** from the date **of submission of the final financial report**, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs. [\[20\]](#)

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken. [\[20\]](#)

Records for property and equipment acquired with federal funds shall be retained for three (3) years after final disposition of the property or equipment. [\[20\]](#)

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal. [\[18\]](#)

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data. [\[18\]](#) [\[20\]](#)

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations. [\[24\]](#) [\[25\]](#) [\[26\]](#) [\[27\]](#) [\[28\]](#)

Subrecipient Monitoring

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In the event that the district awards subgrants, the district shall establish **written** procedures to:[\[29\]](#)

1. Assess the risk of **fraud and** noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[\[18\]](#)

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[\[30\]](#) [\[31\]](#)

Mandatory Reporting of Violations

An applicant, recipient or subrecipient of a federal award must promptly disclose whenever, in connection with the federal award (including any related activities or subawards) it has credible evidence of a violation of federal criminal law involving fraud, conflict of interest, bribery or gratuity violations under Title 18 of the United States Code or a violation of the federal civil False Claims Act. The written disclosure must be made to the federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). Recipients and subrecipients are also required to report issues related to a recipient integrity and performance in accordance with Appendix XII to 2 CFR Part 200. Failure to make required disclosures can result in compliance violations.[\[32\]](#)

Whistleblower Protections

District employees may not be discharged against as a reprisal for making a protected employee reasonably believes to be: [\[33\]](#)



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1. **Evidence of gross mismanagement of a federal contract or grant; or**
2. **Gross waste of federal funds; or**
3. **An abuse of authority relating to a federal contract or grant; or**
4. **A substantial and specific danger to public health or safety; or**
5. **A violation of law, rule or regulation related to a federal contract, including the competition for or negotiation of a contract or grant.**

District employees may disclose such information to any of the following:

1. **The Superintendent or designee authorized to investigate, discover or address such misconduct.**
2. **A federal employee responsible for contract or grant oversight or management of the relevant agency.**
3. **An authorized official of the United States Department of Justice or other law enforcement agency.**
4. **A member of Congress or a representative of a committee of Congress.**
5. **A federal Inspector General.**
6. **The federal Government Accountability Office.**
7. **A court or grand jury, including providing evidence of misconduct in any judicial or administrative proceeding relating to waste, fraud or abuse on a federal contract or grant.**

A district employee who believes that they have been subjected to a reprisal for making a protected disclosure may submit a complaint to the Inspector General of the federal executive agency that is responsible for the federal contract. The federal agency has the authority to investigate such complaints and to take disciplinary action against substantiated complaints.



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The district shall provide written notification to employees of their rights and protections under the Whistleblower Law by posting notices:

{ } in the Employee Handbook.

{X } on the district's website.

{ } _____ Other.

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Legal Footnotes

[1] 2 CFR Part 200 LEGAL REFERENCE	[2] 2 CFR 200.501 LEGAL REFERENCE
[3] 2 CFR 200.318 LEGAL REFERENCE	[4] Pol. 827 — Conflict of Interest POLICY REFERENCE
[5] Pol. 828 — Fraud POLICY REFERENCE	[6] Pol. 317 — Conduct/Disciplinary Procedures POLICY REFERENCE
[7] 2 CFR 200.430 LEGAL REFERENCE	[8] Pol. 626.1 — Travel Reimbursement - Federal Programs POLICY REFERENCE
[9] 24 P.S. 1153 LEGAL REFERENCE	[10] Pol. 304 — Employment of District Staff POLICY REFERENCE
[11] Pol. 319 — Outside Activities POLICY REFERENCE	[12] Pol. 336 — Personal Necessity Leave POLICY REFERENCE
[13] Pol. 337 — Vacation POLICY REFERENCE	[14] Pol. 624 — Taxable Fringe Benefits POLICY REFERENCE
[15] Pol. 805 — Emergency Preparedness and Response POLICY REFERENCE	[16] Pol. 813 — Other Insurance POLICY REFERENCE
[17] 2 CFR 200.334-200.338 LEGAL REFERENCE	✓ Under Review policy saved successfully. — content, tracked changes, comments, under-review sub-status

[19] 2 CFR 200.336 LEGAL REFERENCE	[20] 2 CFR 200.334 LEGAL REFERENCE
[21] 34 CFR 75.730-75.732 LEGAL REFERENCE	[22] 34 CFR Sec. 76.730-76.732 LEGAL REFERENCE
[23] 2 CFR 200.337 LEGAL REFERENCE	[24] Pol. 113.4 — Confidentiality of Special Education Student Information POLICY REFERENCE
[25] Pol. 216 — Student Records POLICY REFERENCE	[26] Pol. 324 — Personnel Files POLICY REFERENCE
[29] 2 CFR 200.331-200.332 LEGAL REFERENCE	[30] 2 CFR 200.339 LEGAL REFERENCE
[31] 2 CFR 200.340 LEGAL REFERENCE	[32] 2 CFR 200.113 LEGAL REFERENCE
[33] 2 CFR 200.217 LEGAL REFERENCE	[34] 41 U.S.C. 4712 LEGAL REFERENCE

Legal References

No additional references listed.

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BOARD POLICY

626.1 Travel Reimbursement - Federal Programs - Second Reading/Adoption

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
626.1	8/17/2026	v1.4	UNDER-REVIEW
WORKFLOW	PRINTED		
Second Reading	9/16/2026		

■ Proposed addition

■ Proposed deletion

Authority

The Board shall reimburse administrative, professional and support employees, school officials, **and participants in federal awards** for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[\[1\]](#) [\[2\]](#) [\[3\]](#)

Definitions

A participant is generally an individual participating in or attending activities under a federal award such as training or conferences, but who is not responsible for implementation of the federal award. Participants can include, but are not limited to, community members, students and conference attendees.[\[4\]](#)

For purposes of this policy, **travel costs** shall mean the expenses for transportation, **airfare**, lodging, subsistence, and related items incurred by **individuals who are traveling on approved** official business as a federal grant recipient.[\[3\]](#)

Delegation of Responsibility

School officials, district employees **and participants** shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses. [\[5\]](#) [\[6\]](#)

School officials and district employees shall acquire prior written approval to incur travel costs for official business related to a federal award. [\[3\]](#)

The validity of payments for travel **costs shall** be determined by the

{ } Superintendent or designee.

{ } Business Manager.

{[X](#)} Federal Programs Coordinator.

Guidelines

Reimbursement for travel costs related to official business as a federal grant recipient must be consistent with standard methods established in general travel reimbursement policies and administrative regulations. [\[3\]](#) [\[5\]](#) [\[6\]](#)

Travel costs shall be reimbursed on a mileage basis for travel using **a** personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's nonfederally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations. [\[3\]](#) [\[5\]](#) [\[6\]](#)

Mileage reimbursements shall be at the rate approved by the Board for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by

{ } the Board.

{X } the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.[\[1\]](#)[\[2\]](#)

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:[\[3\]](#) [\[5\]](#) [\[6\]](#)

- 1. Participation of the individual is necessary to the federal award.
- 2. The costs are reasonable and consistent with the district’s established policy.

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Legal Footnotes

[1] 24 P.S. 516.1 LEGAL REFERENCE	[2] 24 P.S. 517 LEGAL REFERENCE
[3] 2 CFR 200.475 LEGAL REFERENCE	[4] 2 CFR 200.1 LEGAL REFERENCE
[5] Pol. 004 — Membership POLICY REFERENCE	[6] Pol. 331 — Job Related Expenses POLICY REFERENCE

Legal References

No additional references listed.



BOARD POLICY

918 Title I Parent and Family Engagement - Second Reading/Adoption

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
918	8/17/2026	v1.5	UNDER-REVIEW
WORKFLOW	PRINTED		
Second Reading	9/16/2026		

■ Proposed addition ■ Proposed deletion

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.[\[1\]](#) [\[2\]](#)

Definition

Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

Authority

The Board directs the district and each of its

1. Conduct outreach to all parents and fam

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2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.[\[3\]](#)
3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
 - a. Distributed in writing to all parents and family members.
 - b. Incorporated into the district's Title I Plan.[\[3\]](#)
 - c. Posted to the district's publicly accessible website.[\[4\]](#)
 - d. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[\[1\]](#) [\[5\]](#)

Delegation of Responsibility

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.[\[1\]](#) [\[3\]](#)

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:

1. Providing communications in clear and s



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2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. {X } Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate. [5]

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and expectations to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact. [1]

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to: [1]

1. Volunteer in their child's classroom. [6]
2. Support their child's learning.
3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

Guidelines

Each district school operating a Title I program shall invite parents and family members at a convenient time, to express their views on the school's performance and to inform them of their right to be involved in



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40 Parents and family members shall be given

the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[\[1\]](#)

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.[\[1\]](#)

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[\[1\]](#)[\[3\]](#)

At these meetings, parents and family members shall be provided:[\[1\]](#)

1. Timely information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

{X} Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.

{X} Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters and teacher conferences, and home visits if



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{ } Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.

{X} Analyze and share the results of the Title I Parent/Family Survey.

{X} Post school performance data on the district's website.

{X} Distribute and discuss the School-Parent and Family Compact.

{X} Host various parent and family nights at each school building with a Title I program.

{ } Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.

{ } Actively recruit parents and family members to participate in school review and improvement planning.

{ } Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.

{ } Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

{ } Other _____

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If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[\[1\]](#)[\[3\]](#)

Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:[\[1\]](#)

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children. [\[2\]](#) [\[7\]](#)
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
 - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
 - b. Using technology, including education about the harms of copyright piracy, as appropriate. [\[8\]](#)
 - c. Providing information, resources and materials in a user friendly format.
 - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
 - e. { } Training on how to use the Parent Portal as a tool to monitor grades and achievement.

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3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school. [\[9\]](#)
4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children. [\[1\]](#) [\[5\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#)
5. {X} Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.
6. {X} Train parents and family members to enhance the involvement of other parents and family members.
7. { } Adopt and implement model approaches to improving parent and family engagement.
8. { } Establish a district-wide parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.
9. { } Engage community-based organizations and businesses in parent and family engagement activities.

Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by: [\[1\]](#) [\[5\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#)

1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assess student achievement and school improvement.



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Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.[\[1\]](#)

The evaluation shall identify:[\[1\]](#)

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

[{X}](#) } The evaluation shall be conducted through:

{ } Establishment of a schedule and process for the policy review and revision by parents and family members.

{ } An evaluation of the effectiveness of the content and communication methods through a variety of methods.

[{X}](#) } A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.

{ } Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format.

[{X}](#) } Documentation of parent and family member activities from throughout the year.



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{ } A parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.[\[1\]](#)

School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:[\[1\]](#)

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time. [\[6\]](#)
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. [\[6\]](#)

Title I Funds

Unless exempt by law, the district shall reserve funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions for parent and family engagement activities



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Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:[\[1\]](#)

{ } Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members. [\[9\]](#)

[{X}](#) } Supporting programs that reach parents and family members at home, in the community, and at school.

{ } Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

{ } Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.

[{X}](#) } Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

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Legal Footnotes

[1] 20 U.S.C. 6318 LEGAL REFERENCE	[2] Pol. 102 — Academic Standards POLICY REFERENCE
[3] 20 U.S.C. 6312 LEGAL REFERENCE	[4] 24 P.S. 510.2 LEGAL REFERENCE
[5] Pol. 138 — Language Instruction Educational Program for English Learners POLICY REFERENCE	[6] Pol. 916 — Volunteers POLICY REFERENCE
[7] Pol. 127 — Assessment System POLICY REFERENCE	[8] Pol. 814 — Copyright Material POLICY REFERENCE
[9] Pol. 333 — Professional Development POLICY REFERENCE	[10] 20 U.S.C. 7845 LEGAL REFERENCE
[11] 29 U.S.C. 3271 LEGAL REFERENCE	[12] 29 U.S.C. 701 LEGAL REFERENCE
[13] 42 U.S.C. 11301 LEGAL REFERENCE	[14] 42 U.S.C. 9831 LEGAL REFERENCE
[15] Pol. 212 — Reporting Student Progress POLICY REFERENCE	

Legal References

No additional references listed.



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BOARD POLICY

137 Home Education Programs - First Reading

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
137	9/21/2026	v1.5	UNDER-REVIEW
WORKFLOW	PRINTED		
First Reading	9/16/2026		

■ Proposed addition ■ Proposed deletion

Authority

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Appropriate education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.[\[2\]](#)

Hearing examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

Home education program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

Supervisor - the parent/guardian or person responsible for providing instruction, providing its equivalent.



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Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative regulations for registering home education programs **and maintaining appropriate records in accordance with law.**[\[2\]](#)

Guidelines

Notarized Affidavit/ **Unsworn Declaration**

Prior to the commencement of the home education program, and annually thereafter on **or before** August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent, **which contains certification that the supervisor of the home education program and all adults living in the home and persons having legal custody of a child or children in the home education program have not been convicted of criminal offenses enumerated in School Code, in accordance with law. The affidavit/****unsworn declaration** shall include all information required by law.

[\[2\]](#)

Instructional Program

The instructional program for home education students shall include such courses as required by law.

[\[2\]](#)[\[4\]](#)[\[5\]](#)

Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level.

[\[2\]](#)

Student Portfolio and Evaluations

For each student participating in a home education program, the supervisor shall:

[\[2\]](#)

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1. Maintain a portfolio of records and materials, **in accordance with applicable law.**
2. Provide an annual written evaluation of the student's educational progress, **in accordance with the provisions of applicable law.**

Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.[\[2\]](#)

Diplomas

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.[\[2\]](#)

Students With Disabilities

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit **or unsworn declaration**.[\[1\]](#)

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.[\[1\]](#)

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in **public** schools or in a private school licensed to provide such programs and serv

Appropriate Education/Compliance



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A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that **they have** ten (10) days to submit the certification.[\[2\]](#)

If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, **the Superintendent** may submit a letter to the supervisor requiring an evaluation **to** be conducted and that an evaluator's certification stating that an appropriate education is occurring **shall** be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.[\[2\]](#)

If the Superintendent has a reasonable belief that the home education program is out of compliance, **the Superintendent** shall submit a letter to the supervisor requiring a certification **to** be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.[\[2\]](#)

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[\[2\]](#)

Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[\[2\]](#)

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a **public** school, a nonpublic school or a licensed private academic school.[\[2\]](#)

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor by law from supervising a home education period of twelve (12) months from the



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Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[\[2\]](#)

Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[\[2\]](#)

The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[\[2\]](#)

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.[\[2\]](#)

If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If the Superintendent is informed of pending proceedings related to a home education program relocating **from a previous district** to **this** district, **the Superintendent** shall continue the home education program until the appeal process **in the previous district** is finalized.[\[2\]](#)

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Legal Footnotes

[1]

24 P.S. 1327

LEGAL REFERENCE

[2]

24 P.S. 1327.1

LEGAL REFERENCE

[3]

22 PA Code 11.31a

LEGAL REFERENCE

Legal References

No additional references listed.



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BOARD POLICY

218.1 Weapons - First Reading

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
218.1	9/21/2026	v1.2	UNDER-REVIEW
WORKFLOW	PRINTED		
First Reading	9/16/2026		

Proposed addition

Proposed deletion

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school or while the student is coming to or from school.

Authority

The Board prohibits students from possessing weapons on school property, including but not limited to any district buildings, onto school property, on property being used by the school, at any school function or activity, at any school event held away from the school or while the student is coming to or from school.



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or while the student is coming to or from school.[2][3]

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.[2][4][5]

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[2]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[2][4][6][7][8][9][10][11]

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with the law enforcement agency that has jurisdiction over the school's property, and the district's emergency preparedness plan.[11][12][13][14]

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[15][16]

Reporting

Law Enforcement Incident Report -

The Superintendent or designee shall immediately report any incident involving a weapon on school property, at any school-sponsored activity, or while the student is coming to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property.



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jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[\[2\]](#)[\[11\]](#)[\[13\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

Parental Report - Direct Involvement -

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[11\]](#)[\[12\]](#)[\[18\]](#)[\[20\]](#)

Additional Parental and Employee Notifications -

The Superintendent or designee shall, in accordance with applicable law, ensure notification of an incident involving possession of a weapon on school property, at a school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to employees and parents/guardians of students, as follows:[\[12\]](#)[\[21\]](#)

- 1. Incident occurring at a school building - Notification to parents/guardians of students enrolled in or attending that school building and school employees assigned to that building.**
- 2. Incident occurring at a school building that shares a campus with other school buildings - Notification to parents/guardians of students enrolled or attending and school employees assigned to any building on the shared campus.**
- 3. Incident occurring at a school-sponsored activity or on a public conveyance providing transportation to or from a school or school-sponsored activity - Notification to the appropriate population of parents/guardians and school employees. Notification is not required if the incident is not directly related to the school-sponsored activity or the students or staff involved in the activity.**

Such notification(s) must occur within a method of communication likely to reach employees, unless the circumstances of the



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incident necessitate otherwise.[\[12\]](#)

Annual School Safety and Security Incidents Report -

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the PA Department of Education on the required form. [\[11\]](#)[\[13\]](#)[\[17\]](#)

Guidelines

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, in accordance with law, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

~~{ } In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[22\]](#)[\[23\]](#)~~

Transfer Students

When the district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)[\[24\]](#)

NOTES:

Gun-Free School Zone Act was found unconstitutional – change language to read “In accordance with federal law...” and keep cites to 18 U.S.C. Sec. 921, 922.

The “replica of a weapon” language in the p
School Code 1301-A or 1317.2; it was inclu
districts may define “weapon” through polic,



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included as a recommendation from a school safety standpoint, since it is often difficult to tell whether a weapon, particularly a gun, is real or a model.

Legal Footnotes

[1] 24 P.S. 1301-A LEGAL REFERENCE	[2] 24 P.S. 1317.2 LEGAL REFERENCE
[3] Pol. 218 — Student Discipline POLICY REFERENCE	[4] Pol. 113.1 — Discipline of Students With Disabilities POLICY REFERENCE
[5] Pol. 233 — Suspension and Expulsion POLICY REFERENCE	[6] 20 U.S.C. 1400 LEGAL REFERENCE
[7] 22 PA Code 10.23 LEGAL REFERENCE	[8] Pol. 103.1 — Nondiscrimination - Qualified Students With Disabilities POLICY REFERENCE
[9] Pol. 113.2 — Behavior Support POLICY REFERENCE	[10] Pol. 113.3 — Screening and Evaluations for Students With Disabilities POLICY REFERENCE
[11] Pol. 805.1 — Relations With Law Enforcement Agencies POLICY REFERENCE	[12] 24 P.S. 1303.2-A LEGAL REFERENCE
[13] 24 P.S. 1319-B LEGAL REFERENCE	[14] Pol. 805 — Emergency Preparedness and Response POLICY REFERENCE
[15] 24 P.S. 1302-E LEGAL REFERENCE	[16] Pol. 236.1 — Threat Assessment POLICY REFERENCE
[17] 24 P.S. 1306.2-B LEGAL REFERENCE	[18] 22 PA Code 10.2 LEGAL REFERENCE
[19] 22 PA Code 10.21 LEGAL REFERENCE	[20] 22 PA Code 10.25 LEGAL REFERENCE
[21] 20 U.S.C. 1232g LEGAL REFERENCE	[22] 18 U.S.C. 921 LEGAL REFERENCE
[23] 18 U.S.C. 922 LEGAL REFERENCE	 Submitted for review — policy is now Under Review.

Legal References

No additional references listed.



Submitted for review — policy is now Under Review.



BOARD POLICY

218.2 Terroristic Threats - First Reading

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
218.2	9/21/2026	v1.2	UNDER-REVIEW
WORKFLOW	PRINTED		
First Reading	9/16/2026		

■ Proposed addition

■ Proposed deletion

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[\[1\]](#)

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[\[1\]](#)

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, **school director**, community member or property owned, leased or being used by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Delegation of Responsibility

The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with **law enforcement agencies having jurisdiction over school property** and the district's emergency preparedness plan. [\[2\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[8\]](#)[\[10\]](#)

Staff members and students shall be made aware of their responsibility for informing the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat. [\[10\]](#)[\[12\]](#)

The threat assessment team shall immediately inform the Superintendent or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations. [\[10\]](#)

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding **with** law enforcement and Board policies. [\[2\]](#)[\[9\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [\[2\]](#) [\[14\]](#) [\[16\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the **PA Department of Education** on the required form. [\[2\]](#) [\[9\]](#) [\[13\]](#)

{**X**} If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others. [\[6\]](#) [\[10\]](#) [\[17\]](#)

NOTES:

Act 76 of 1998 – Restitution Payments – 18 Pa. C.S.A. Sec. 2706

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Legal Footnotes

[1] 18 Pa. C.S.A. 2706
LEGAL REFERENCE

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

[3] 22 PA Code 10.23
LEGAL REFERENCE

[4] 20 U.S.C. 1400
LEGAL REFERENCE

[6] Pol. 113.1 – Discipline of Students With Disabilities
POLICY REFERENCE

[8] 24 P.S. 1302-E
LEGAL REFERENCE

[9] 24 P.S. 1319-B
LEGAL REFERENCE

[10] Pol. 236.1 – Threat Assessment
POLICY REFERENCE

[11] Pol. 805 – Emergency Preparedness and Response
POLICY REFERENCE

[12] 22 PA Code 12.2
LEGAL REFERENCE

[13] 24 P.S. 1306.2-B
LEGAL REFERENCE

[14] 22 PA Code 10.2
LEGAL REFERENCE

[15] 22 PA Code 10.22
LEGAL REFERENCE

[16] 22 PA Code 10.25
LEGAL REFERENCE

[17] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

Legal References

No additional references listed.



BOARD POLICY

236.1 Threat Assessment - First Reading

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
236.1	v1.2	UNDER-REVIEW	First Reading
PRINTED 9/16/2026			

Proposed addition

Proposed deletion

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

Authority

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

The established procedures must include protocols for the timely consultation between the team and law enforcement, juvenile justice agencies, county agencies, health care providers or behavioral service providers, as appropriate, to refer students whose behavior indicates a potential threat for additional interventions or supports, including the exchange of rel and state law.[\[1\]](#)[\[2\]](#)[\[3\]](#)

✓

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Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[4\]](#)

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

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

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

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint [\[1\]](#)

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

{ } individuals to a district threat assessment team.

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

{ } the district’s Student Assistance Program

{ } the district’s Safe2Say Something crisis



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

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

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

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

{ } members of the Student Assistance Program team. [\[5\]](#)

{ } school security personnel. [\[6\]](#)

{ } law enforcement agency representatives.

{ } behavioral health professionals.

{ } members of the Safe2Say Something crisis team. [\[7\]](#)

{ } suicide prevention coordinators and/or members of the crisis response/crisis intervention team. [\[8\]](#)

{ } juvenile probation professionals.

{ } an individual who serves on a local or county threat assessment team, if applicable.

{X} The Superintendent or designee may use community resources to the threat assessment



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

Guidelines

Training

The

{ } Superintendent or designee

{X} School Safety and Security Coordinator

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

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias. [\[9\]](#) [\[10\]](#)
4. Confidentiality requirements under state and federal laws and regulations, and Board policies. [\[5\]](#) [\[7\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#)
5. { } Student Assistance Program process. [\[5\]](#)
6. { } Youth suicide awareness, prevention and response. [\[8\]](#)
7. { } Trauma-informed approach. [\[14\]](#)
8. { } Safe2Say Something procedures. [\[7\]](#)
9. { } Multi-tiered systems of support.



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10. { } Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[\[1\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

Information for Students, Parents/Guardians and Staff

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

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[19\]](#)[\[21\]](#)

The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[\[7\]](#)[\[17\]](#)

Reporting and Identification



Submitted for review — policy is now Under Review.

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

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[\[1\]](#) [\[7\]](#)

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[\[1\]](#) [\[8\]](#)

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

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

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[\[1\]](#) [\[6\]](#) [\[7\]](#) [\[22\]](#)

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[\[1\]](#)[\[23\]](#) [\[24\]](#)

Inquiry and Assessment



Submitted for review — policy is now Under Review.

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

1. Discrimination/Harassment. [\[9\]](#) [\[19\]](#)
2. Bullying/Cyberbullying. [\[21\]](#)
3. Suicide Awareness, Prevention and Response. [\[8\]](#)
4. Hazing. [\[25\]](#)
5. Dating Violence. [\[26\]](#)

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

1. {X} Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {X} Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {X} Conducting searches of lockers, storage spaces and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy. [\[27\]](#)
4. {X} Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. {X} Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report (IEP) team, Section 504 Team, Behavior or others. [\[5\]](#) [\[10\]](#) [\[28\]](#) [\[29\]](#) [\[30\]](#) [\[31\]](#)



Submitted for review — policy is now Under Review.

The threat assessment team shall establish and implement procedures, in accordance with the district's memorandum of understanding with each law enforcement agency having jurisdiction over school property, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency. [\[6\]](#) [\[22\]](#)

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

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

Response and Intervention

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

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

1. A referral to the Student Assistance Program. [\[5\]](#)
2. A referral to the appropriate law enforcement agency. [\[6\]](#) [\[7\]](#) [\[22\]](#)
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service services through an Individualized Education Program, in accordance with applicable law and Board policy. [\[10\]](#) [\[28\]](#) [\[31\]](#)



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4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy. [\[28\]](#) [\[29\]](#) [\[30\]](#) [\[31\]](#)
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan. [\[10\]](#)
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency. [\[32\]](#)
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct. [\[33\]](#) [\[34\]](#) [\[35\]](#) [\[36\]](#)
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat. [\[7\]](#) [\[37\]](#)

School Safety and Security Incident Reporting –

For reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code. [\[22\]](#) [\[38\]](#) [\[39\]](#) [\[40\]](#)

When a reported threat also meets the definition of an incident, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. [\[22\]](#) [\[33\]](#) [\[3\]](#)



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The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. [\[22\]](#)[\[39\]](#)[\[44\]](#)

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records. [\[2\]](#)[\[3\]](#) [\[11\]](#) [\[13\]](#) [\[45\]](#)[\[46\]](#)

Monitoring and Management

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

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy. [\[5\]](#) [\[8\]](#) [\[10\]](#) [\[11\]](#) [\[13\]](#) [\[28\]](#)

Records Access and Confidentiality

In order to carry out their duties and facilitate the safety of students whose behavior may indicate a threat, the district shall provide access to the following student information to the extent permitted under applicable law and



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regulations:[\[1\]](#).

1. Student health records.[\[47\]](#)[\[48\]](#)
2. Prior school disciplinary records. [\[11\]](#) [\[13\]](#)[\[49\]](#)
3. Records related to adjudication under applicable law and regulations.[\[49\]](#)[\[50\]](#)[\[51\]](#)[\[52\]](#)[\[53\]](#)[\[54\]](#)
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

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

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[\[2\]](#)[\[3\]](#) [\[5\]](#) [\[8\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[21\]](#)[\[49\]](#)[\[55\]](#)

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations. [\[12\]](#)[\[56\]](#)[\[57\]](#)[\[58\]](#)[\[59\]](#)

Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Committee, and shall present to the Board, at an executive session, the results of the threat assessment, which shall include:[\[1\]](#)



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

{X} The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.^[1]^[6]

The threat assessment team’s information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and additional information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator’s annual report on district safety and security practices that is submitted to the state’s School Safety and Security Committee.^[1]^[6]^[60]

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Legal Footnotes

[1] 24 P.S. 1302-E
LEGAL REFERENCE

[2] 20 U.S.C. 1232g
LEGAL REFERENCE

[3] 34 CFR Part 99
LEGAL REFERENCE

[4] 24 P.S. 1301-E
LEGAL REFERENCE

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



Submitted for review — policy is now Under Review.

[7] Pol. 805 — Emergency Preparedness and Response

POLICY REFERENCE

[8] Pol. 819 — Suicide Awareness, Prevention and Response

POLICY REFERENCE

[9] Pol. 103 — Discrimination/Harassment Affecting Students

POLICY REFERENCE

[10] Pol. 103.1 — Nondiscrimination - Qualified Students With Disabilities

POLICY REFERENCE

[11] Pol. 113.4 — Confidentiality of Special Education Student Information

POLICY REFERENCE

[12] Pol. 207 — Confidential Communications of Students

POLICY REFERENCE

[13] Pol. 216 — Student Records

POLICY REFERENCE

[14] Pol. 146.1 — Trauma-Informed Approach

POLICY REFERENCE

[15] 24 P.S. 1205.2

LEGAL REFERENCE

[16] 24 P.S. 1205.5

LEGAL REFERENCE

[17] 24 P.S. 1310-B

LEGAL REFERENCE

[18] Pol. 333 — Professional Development

POLICY REFERENCE

[19] Pol. 104 — Discrimination/Harassment Affecting Staff

POLICY REFERENCE

[20] Pol. 105.1 — Review of Instructional Materials by Parents/Guardians and Students

POLICY REFERENCE

[21] Pol. 249 — Bullying/Cyberbullying

POLICY REFERENCE

[22] Pol. 805.1 — Relations With Law Enforcement Agencies

POLICY REFERENCE

[23] 23 Pa. C.S.A. 6311

LEGAL REFERENCE

[24] Pol. 806 — Child Abuse

POLICY REFERENCE

[25] Pol. 247 — Hazing

POLICY REFERENCE

[26] Pol. 252 — Dating Violence

POLICY REFERENCE

[27] Pol. 226 — Searches

POLICY REFERENCE

[28] Pol. 113 — Special Education

POLICY REFERENCE

[29] Pol. 113.1 — Discipline of Students With Disabilities

POLICY REFERENCE

[30] Pol. 113.2 — Behavior Support

POLICY REFERENCE

[31] Pol. 113.3 — Screening and Evaluations for Students With Disabilities

POLICY REFERENCE

[32] Pol. 146 — Student Services

POLICY REFERENCE

[33] Pol. 218 — Student Discipline

POLICY REFERENCE



Submitted for review — policy is now Under Review.

[35] Pol. 218.2 — Terroristic Threats
POLICY REFERENCE

[36] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

[37] Pol. 709 — Building Security
POLICY REFERENCE

[38] 24 P.S. 1319-B
LEGAL REFERENCE

[39] 22 PA Code 10.2
LEGAL REFERENCE

[40] 35 P.S. 780-102
LEGAL REFERENCE

[41] 24 P.S. 1306.2-B
LEGAL REFERENCE

[42] 22 PA Code 10.21
LEGAL REFERENCE

[43] 22 PA Code 10.22
LEGAL REFERENCE

[44] 22 PA Code 10.25
LEGAL REFERENCE

[45] 20 U.S.C. 1415
LEGAL REFERENCE

[46] 34 CFR Part 300
LEGAL REFERENCE

[47] 24 P.S. 1409
LEGAL REFERENCE

[48] Pol. 209 — Health Examinations/Screenings
POLICY REFERENCE

[49] Pol. 216.1
POLICY REFERENCE
Referenced policy is not available in this policy book.

[50] 24 P.S. 1304-A
LEGAL REFERENCE

[51] 24 P.S. 1305-A
LEGAL REFERENCE

[52] 24 P.S. 1307-A
LEGAL REFERENCE

[53] 42 Pa. C.S.A. 6341
LEGAL REFERENCE

**[54] Pol. 218.3 — Discipline of Student
Convicted/Adjudicated of Sexual Assault**
POLICY REFERENCE

[55] 24 P.S. 1304-D
LEGAL REFERENCE

[56] 22 PA Code 12.12
LEGAL REFERENCE

[57] 42 Pa. C.S.A. 5945
LEGAL REFERENCE

[58] 42 Pa. C.S.A. 8337
LEGAL REFERENCE

[59] 42 CFR Part 2
LEGAL REFERENCE

[60] 24 P.S. 1309-B
LEGAL REFERENCE

Legal References

No additional references listed.



Submitted for review — policy is now Under Review.



Submitted for review — policy is now Under Review.



BOARD POLICY

249 Bullying/Cyberbullying - First Reading

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
249	v1.2	UNDER-REVIEW	First Reading
PRINTED 9/16/2026			

Proposed addition

Proposed deletion

Purpose

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

Definitions

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

{X} 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.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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 by district students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

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

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.
[\[2\]](#), [\[3\]](#)

Discrimination/Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and

coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying. [\[4\]](#) [\[5\]](#)

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 participation in an investigation of allegations of bullying 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.

The Superintendent or designee shall develop administrative regulations to implement 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: [\[1\]](#) [\[6\]](#)

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.^[1] ^[7] ^[8]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.^[1]

Education

The district

{X} may

{ } shall

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] ^[9] ^[10] ^[11]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:^[1] ^[7] ^[12]

1. { **X** } Counseling within the school.
2. { **X** } Parental conference.
3. { **X** } Loss of school privileges.
4. { **X** } Transfer to another school building, classroom or school bus.
5. { **X** } Exclusion from school-sponsored activities.
6. { **X** } Detention.
7. { **X** } Suspension.
8. { **X** } Expulsion.
9. { **X** } Counseling/Therapy outside of school.
10. { **X** } Referral to law enforcement officials.

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Legal Footnotes

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

[2] 24 P.S. 1302-E
LEGAL REFERENCE

[3] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

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

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

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

[7] Pol. 218 — Student Discipline
POLICY REFERENCE

[8] 22 PA Code 12.3
LEGAL REFERENCE

[9] 20 U.S.C. 7118
LEGAL REFERENCE

[10] 24 P.S. 1302-A
LEGAL REFERENCE

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

[12] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

Legal References

No additional references listed.

DISCRIMINATION/SEXUAL HARASSMENT/RETALIATION REPORT FORM

The Board declares it to be the policy of this district to provide a safe, positive learning and working environment that is free from sexual harassment, other discrimination and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: Supervisor of Special Education

Address: 685 Red Dale Road, Orwigsburg, PA 17961

Email: mjhughes@bmsd.org

Phone Number: 570-366-0515 ext. 1025

Retaliation Prohibited

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for making this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with Board policy, procedures, and the district's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the district has an obligation to investigate the information provided.

Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

I am a:

☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____ (please explain relationship to the district)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

☐ Another Employee ☐ Student

☐ Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Harassment, Retaliation or Other Discrimination You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

☐ Student(s) ☐ Employee(s)

☐ Other _____ (please explain relationship to the district)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

☐ Yes ☐ No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge. I understand that any false information provided herein is subject to penalties contained in 18 Pa. C.S.A. Sec. 4904, relating to unsworn falsification to authorities.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under other Board policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 104 and Attachment 3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

Reporter is a:

☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____ (please explain relationship to the district)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

☐ Another Employee ☐ Student

☐ Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please provide the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

- ☐ Student(s) ☐ Employee(s)
- ☐ Other _____ (please explain relationship to the district)

III. Level of Report:

- ☐ Informal ☐ Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

- ☐ Title IX Sexual Harassment ☐ Discrimination ☐ Retaliation ☐ Other _____

Nature of the Report (check all that apply):

- | | |
|--|--|
| ☐ Race | ☐ Age |
| ☐ Color | ☐ Creed |
| ☐ Religion | ☐ Sex |
| ☐ Sexual Orientation | ☐ Sexual Harassment |
| ☐ National Origin | ☐ Ancestry |
| ☐ Marital Status | ☐ Pregnancy |
| ☐ Handicap/Disability | ☐ Genetic Information |

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated? ☐ Yes ☐ No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

☐ No.

☐ Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's programs or activities in the course of school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

VI. Safety Concerns

Are there safety concerns that may require Emergency Removal or Administrative Leave of a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of an individual.)

☐ No.

☐ Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

☐ No

☐ Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

☐ Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students

☐ Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff

☐ Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a district education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a school program or activity involving a person in the United States?

☐ Yes

☐ No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

☐ A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

☐ Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

☐ Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

☐ No further action at this time. Reason:

☐ Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 2
Discrimination Complaint Procedures

☐ Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 3 Title IX
Sexual Harassment Procedures and Grievance Process for Formal Complaints

☐ Other _____

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. Determine what supportive measures may be offered to the respondent.
4. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint of sexual harassment pursuant to Title IX.

☐ Yes

☐ No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether instead a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is a supervisor, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other district official in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____