



## WEST CHESTER AREA SCHOOL DISTRICT

### Education Committee

September 13, 2021

6:30 p.m.

Fugett MS Auditorium

### AGENDA

- ★ Approval of the Education Committee Meeting Minutes – August 16, 2021 (see attached) S. Tiernan
- ★ Review and Approval of changes to Threat Assessment AG: 236.1AG1 (see attached) L. Ranieri
- ★ Review and Approval of changes to Social Media Policy 815.1(see attached) M. Wagman
- Discussion of candidates for PSBA President: S. Tiernan
  - Sabrina Backer
  - David Schaap(see attached)
- ★ Approval of the Election of Sabrina Backer, PSBA President (see attached) S. Tiernan
- ★ Approval of the Election of David Schaap, PSBA President (see attached) S. Tiernan
- Summer Program – Part II (see attached) S. Missett
- Equity Update D. Mader

★ Committee Voting Item

### Public Comment Protocol

#### In-Person Committee Meeting

- Residents wishing to make public comment on agenda items must register on the sign-in sheet prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A two-minute timer will begin after the speaker gives their name and address.



**WEST CHESTER AREA SCHOOL DISTRICT**  
**Education Committee**

**August 16, 2021**  
**Via Zoom**  
**Start: 6:31 – Finish: 8:50**

**Attending Committee Members:**

☒ Sue Tiernan (Chair), ☒ Joyce Chester, ☒ Daryl Durnell, ☒ Kate Shaw

**Other Board Members:**

☒ Gary Bevilacqua, ☒ Brian Gallen, ☒ Karen Herrmann, ☒ Chris McCune, ☒ Randell Spackman

**Administration:**

☒ Robert Sokolowski ☒ Tammi Florio ☒ Dawn Mader ☒ Sara Missett  
☒ Michael Wagman

**Teaching Staff/Other Administrators:** S. Zang, A. Melanson, MB Clifton, L. Phifer, J. Neill, R. Eberly, J. Scully, LA Ruffin, A. Froio, L. Stoddard, M. Giardinieri, D. Stanton, K. Coulter, J. Thompson, S. Fitch, S. Jenkins, S. Werner, C. Low, J. Keogh, PJ Dakes, C. Cromwell, A. Sundquist, D. Squeri

**Items on Agenda:**

- Approval of the June 21, 2021 Education Committee Meeting Minutes
- Approval of New Policy 236.1 – Threat Assessment and 236.1AG1
- Approval of Revised Policy 218.1 Weapons
- Approval of Revised Policy 218.2 – Terrorist Threats
- Approval of Revised Policy 247 – Hazing
- Approval of Revised Policy 249 – Bullying/Cyberbullying
- Approval of New Administrative Guideline 252AG4 – Home Access to the Internet
- Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources
- Approval of Revised Policy 717 – Employee Wireless Communication Devices
- Approval of Revised Policy 815.1 – Social Media
- Approval of Revised Policy 916 – School Volunteers
- Summer Academy Report
- Mitigation Update
- Approval of Revised Health and Safety Plan

**Education Committee Actions/Outcomes to be placed on August 23, 2021 Board Agenda for Approval:**

Agenda Item	Vote
Approval of the June 21, 2021 Education Committee Meeting Minutes	4-0

Agenda Item	Vote
Approval of New Policy 236.1 – Threat Assessment and 236.1AG1	4-0
Approval of Revised Policy 218.1 Weapons	4-0
Approval of Revised Policy 218.2 – Terrorist Threats	4-0
Approval of Revised Policy 247 – Hazing	4-0
Approval of Revised Policy 249 – Bullying/Cyberbullying	4-0
Approval of New Administrative Guideline 252AG4 – Home Access to the Internet	4-0
Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources	4-0
Approval of Revised Policy 717 – Employee Wireless Communication Devices	4-0
Approval of Revised Policy 815.1 – Social Media	4-0
Approval of Revised Policy 916 – School Volunteers	4-0
Approval to retire Administrative Guideline 916AG2	4-0
Approval of Revised Health and Safety Plan	4-0

**Board Consent Agenda Items:**

- **Approval to Terminate the Following Account(s):**
  - Rustin HS Class of 2020 Student Activity Account

**Notes:** add “gender identity” to language in Policy 916

**Items to be discussed at a later date:** None

Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment Administrative Guidelines
Code	236.1AG1
Status	Second Reading

### Training.

The Superintendent or designee shall ensure that threat assessment team members are provided individual and/or group training 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. [\[2\]](#)[\[7\]](#)
4. Confidentiality requirements under state and federal laws and regulations, and Board policies. [\[3\]](#)[\[5\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)
5. Safe2Say Something procedures. [\[5\]](#)
6. Multi-tiered systems of support (MTSS).

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. [\[1\]](#)[\[5\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

### Information for Students, Parents/Guardians and Staff

The district shall 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. [\[1\]](#)[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

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. [\[1\]](#)[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[17\]](#)

## Reporting and Identification

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][5]

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][6]

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 Public Safety Supervisor 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, **immediately or as soon as practicable**, of the reported threat. **The building principal shall document attempts made to reach the parent/guardian.**

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][4][5][18]

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][19][20]

## Inquiry and Assessment

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/Title IX Sexual Harassment.[7][15]
2. Bullying/Cyberbullying.[17]
3. Suicide Awareness, Prevention and Response.[6]
4. Hazing.[21]

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. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.

3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[22]
4. 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. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[3][23][24][25][26][27]

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[4][18]

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 a plan through the MTSS process 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. The MTSS team will monitor the plan until it is deemed no longer necessary.

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.[3]
2. A referral to the appropriate law enforcement agency.[4][5][18]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[23][24][27]
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. [24][25][26][27]
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.[23]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[28]

7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[29][30][31][32]
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.[5][33]
10. **The building principal shall notify the parent/guardian of the referral(s) or action(s) taken by the threat assessment team.**

#### *Safe Schools Incident Reporting –*

For Safe Schools 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; or conduct that constitutes an offense listed under the Safe Schools Act.[18][34][35][36]

When a reported threat also meets the definition of an incident under the Safe Schools Act, 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 local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.[18][29][34][35][37][38][39]

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 local police department 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.[18][35][40]

#### *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.[8][10][41][42][43][44]

#### Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[45][46]
2. Prior school disciplinary records.[8][10][47]
3. Records related to adjudication under applicable law and regulations.[47][48][49][50][51][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.[\[3\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[17\]](#)[\[41\]](#)[\[43\]](#)[\[47\]](#)[\[53\]](#)

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.[\[9\]](#)[\[54\]](#)[\[55\]](#)[\[56\]](#)[\[57\]](#)

### Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the Public Safety Supervisor, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:  
[\[1\]](#)

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.

The annual threat assessment report shall be presented as part of the annual report to the Board by the Public Safety Supervisor on district safety and security practices.[\[1\]](#)[\[4\]](#)

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 any additional information required by the Superintendent or designee shall be included in the Public Safety Supervisor's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[\[1\]](#)  
[\[4\]](#)[\[58\]](#)

### Legal

1. 24 P.S. 1302-E
2. Pol. 832
3. Pol. 236
4. Pol. 805.2



5. Pol. 805
6. Pol. 819
7. Pol. 103
8. Pol. 113.4
9. Pol. 207
10. Pol. 216
11. [24 P.S. 1205.2](#)
12. [24 P.S. 1205.5](#)
13. [24 P.S. 1310-B](#)
14. Pol. 333
15. Pol. 104
16. Pol. 105.1
17. Pol. 249
18. Pol. 805.1
19. [23 Pa. C.S.A. 6311](#)
20. Pol. 806
21. Pol. 247
22. Pol. 226
23. Pol. 103.1
24. Pol. 113
25. Pol. 113.1
26. Pol. 113.2
27. Pol. 113.3
28. Pol. 146
29. Pol. 218
30. Pol. 218.1
31. Pol. 218.2
32. Pol. 233
33. Pol. 709
34. [24 P.S. 1303-A](#)
35. [22 PA Code 10.2](#)
36. [35 P.S. 780-102](#)
37. [24 P.S. 1302.1-A](#)
38. [22 PA Code 10.21](#)
39. [22 PA Code 10.22](#)
40. [22 PA Code 10.25](#)
41. [20 U.S.C. 1232g](#)
42. [20 U.S.C. 1415](#)
43. [34 CFR Part 99](#)
44. [34 CFR Part 300](#)
45. [24 P.S. 1409](#)

46. Pol. 209

47. Pol. 216.1

48. 24 P.S. 1304-A

49. 24 P.S. 1305-A

50. 24 P.S. 1307-A

51. 42 Pa. C.S.A. 6341

52. Pol. 218.3

53. 24 P.S. 1304-D

54. 22 PA Code 12.12

55. 42 Pa. C.S.A. 5945

56. 42 Pa. C.S.A. 8337

57. 42 CFR Part 2

58. 24 P.S. 1309-B

20 U.S.C. 1400 et seq

24 P.S. 1301-E

35 P.S. 7601 et seq

Pol. 203.1

PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12  
Threat Assessment Procedures and Guidelines

Book	Policy Manual
Section	800 Operations
Title	Social Media
Code	815.1
Status	Second Reading
Adopted	August 1, 2015
Last Revised	November 26, 2018
Last Reviewed	July 27, 2015

### **Purpose**

~~Social media such as blogs, Facebook, and Twitter are used by individuals and organizations for communication, collaboration, and connections to their constituents. Since such communication may encompass both private and public, personal and professional voice, the district has developed guidelines to clarify how best to protect and enhance employee professional and district reputations.~~

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### **Guidelines**

~~The same laws, professional expectations, and communication standards exist in social media as in face to face communication. Since online communication lacks visual cues, and is often one directional, the lines between an employee's work life and his/her personal life can become blurred. Employees should be cognizant of the three R's of social media engagement: Representation, Responsibility, and Respect.~~

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~~Note that this policy applies to conduct on both work related sites, as well as personal sites. This policy is not intended to infringe upon personal interaction or commentary online, provided such activity does not result in disruption to the educational process.~~

### **Representation**

~~Since readers of social media postings may associate employees with the district, employees should be mindful of what they post and how it might impact the district and its educational mission.~~

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~~An employee wishing to create a district department or activity social media page should contact his/her supervisor with information about the intended site and its use. Employee must also contact a representative from the district's communications department and notify them of their intention to create a social media page. The employee shall take responsibility for ensuring that the site is used appropriately, ensuring that others posting on the site are following rules and regulations regarding confidentiality, privacy, and copyright, all applicable Board policies and administrative regulations, and other local, state, and federal laws and regulations.[1][5]~~

### **Responsibility**

~~Employees shall not post any confidential information, including but not limited to information specifically protected by the Family Educational Rights and Privacy Act (FERPA) or Health Insurance Portability and Accountability Act (HIPAA), photos, video recordings, or audio recordings of students, other staff, parents/guardians, or other constituents of the district community except for public events such as sporting events or unless otherwise prohibited on personal social media sites. On school or district sanctioned sites, postings shall follow all applicable laws and Board policies related to the protection of confidential information and shall not include photos, video recordings, or audio recordings of students whose parents/guardians opted them out of such activities by filing Form 216AG1 with their children's schools.[2][3]~~

~~School staff shall follow all Board policies related to communication with students.~~

~~Employees should check to ensure that their postings are accurate and they are not violating any copyright or intellectual property rights. District and school logos, mascots, and symbols shall not be used except with the written permission of the district. Remember that individuals are legally liable for their postings on all social media sites and may be prosecuted for comments or photos deemed to be proprietary, copyrighted, defamatory, libelous, or obscene.~~

### Respect

~~Employees shall read and comply with the social media Terms of Service. Security warnings should be heeded and suspicious actions should be avoided unless you know they are safe.~~

~~Postings should be truthful, respectful, and in a voice that reflects positively on the individual and the district. Individuals should be sure about what they post and follow the rule of thumb, "If it gives you pause, pause" then craft a better posting.~~

### Additional Provisions

~~Social media use shall not cause disruption to the educational process and shall be in accordance with applicable Board policies and administrative regulations.[5][6]~~

~~Individuals should be careful about posting personal and/or identifying information that may be used by criminals to impersonate you. Postings about vacations and travel plans shall not be provided in cases where the employee is traveling with students.~~

~~Social media such as Wikis, blogs, and online discussion support open dialogue and the exchange of ideas that is an integral part of teaching and learning. Teachers using such tools in the classroom should comply with all Board policies and should engage in professional development for using these tools safely and effectively. The Superintendent or designee will publish, maintain, and periodically publicize to faculty and staff best practices related to social media engagement.~~

~~Personal and work related social media websites and postings which are obscene or violate Board policy, applicable School Code or other local, state, and federal law or regulations may be grounds for disciplinary action.[4][5]~~

### Purpose

**The purpose of this policy is to ensure the orderly operation of the District's schools by establishing standards for the operation of school district social media accounts and personal social media accounts, and to differentiate between personal and third party social media accounts and those accounts controlled by the District.**

### Delegation of Responsibility

**The Superintendent shall develop procedures to implement this policy, and may delegate to his/her designee(s) the right to enforce this policy.**

## **Definitions**

**Discriminatory or Harassing Comments** – comments or imagery that attack or mock an individual due to his/her real or perceived race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.

**Limited Public Forum** – a government operated location where the public may comment and post online, subject to viewpoint neutral guidelines.

**Non-public Forum** – a government operated location where the public may not comment or post online; free expression by the public is restricted regardless of message or viewpoint.

**Personal Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member for his/her personal use, including personal professional development. A personal account is not regularly used to promote or communicate about school district events or activities, or the activities of students.

**School District Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member in his/her professional capacity, and that is designed to further the educational mission of the school district by communicating with members of the school district community and the general public.

**Third Party Social Media Account** – a social media account, regardless of platform, that is operated by a volunteer, student, parent, alumnus, or other member of the public on behalf of a club, foundation, sports team, or other extracurricular group affiliated with the school district. Third party social media accounts are not operated by school district employees or school board members.

If any social media post is published using school district technology resources, including computing devices, mobile devices, and networks, the District's acceptable use policy applies and is hereby incorporated by reference.

## **SCHOOL DISTRICT SOCIAL MEDIA ACCOUNTS**

School District social media accounts must remain professional, and consistent with the educational mission of the school district at all times. The operators of school district social media accounts are responsible for the content on the social media accounts that they manage.

### **Account Ownership**

School District social media accounts are owned by the School District, and operated by school district employees or school board members on behalf of the School District. The Director of Technology shall maintain a list of all social media accounts operated by the School District, along with a list of credentials to access the accounts.

### **Photos, Videos, & Livestreams of Students**

School District social media account operators may post photographs, videos, and livestreams of students engaged in the educational process or at school-related events unless the student's parents have opted the student out of FERPA's directory information sharing, or if parents have declined to sign the District's media release form. The operators of School District social media accounts are responsible for complying with this provision.

### **Public Comments**

All School District social media accounts shall operate as either a non-public forum (where the public may not comment on the District's posts), or as a limited public forum, where the public may comment publicly on the District's posts – subject to certain guidelines. Whether

**a social media account is operated as a non-public forum or limited public forum shall be determined by the account operator. [1]**

**School District social media accounts that operate as a limited public forum shall include a prominent link to the following comment guidelines, posted on the School District's website:**

- a. **Comments must be related to the original School District post**
- b. **No personal attacks**
- c. **No lewd, vulgar, or obscene posts**
- d. **No discriminatory or harassing comments**
- e. **No posts promoting violence or illegal conduct**

**Individual comments or posts that violate the above guidelines may be deleted (if possible given the social media platform) without further notice. Posts may not be deleted simply because they are critical of the School District, or because they promote an unpopular opinion, if the post otherwise complies with the above guidelines.**

**School District social media account operators may not block users from accessing the School District's social media posts. The Director of Technology shall refer any user who repeatedly violates the above guidelines to the Superintendent for further investigation and potential legal remedies.**

#### **Tagging**

**School District social media account operators may tag the social media accounts of educational applications, products, and services, so long as the District and its employees do not receive financial or other tangible compensation for the tag. [2]**

**School District social media account operators shall not tag individual students using their social media usernames or handles, but may tag other adult members of the school district community.**

**School District social media accounts shall not be used to communicate directly with students. One-to-one communication with a student shall be limited to electronic resources provided by the District such as e-mail or classroom management applications.**

#### **Accessibility [3]**

**All content posted to School District social media accounts shall be as accessible to individuals with disabilities as it is to non-disabled individuals. To ensure accessibility, so long as the social media platform allows, social media posts must:**

- a. **include alternate text or detailed captions for images**
- b. **include captions for videos**
- c. **include captions for livestreams**
- d. **avoid images of text**
- e. **avoid acronyms, wherever possible**
- f. **ensure that links to PDFs are accessible to screen readers**

**The Director of Technology or their designee shall ensure that all individuals operating School District social media accounts receive training on social media accessibility.**

#### **Copyright**

**The copyright for all content posted to School District social media accounts must be either owned by the School District, licensed by the copyright owner, or not subject to copyright protection. The operator of a School District social media account is responsible for ensuring compliance with this provision.**

#### **Retweets / Reposts**

School District social media accounts may highlight social media posts by others by retweeting or reposting their messages, so long as the retweet/repost follows these guidelines.

## **PERSONAL SOCIAL MEDIA ACCOUNTS**

School district employees may not use personal social media accounts to communicate privately (via direct message or private chat) with students concerning any school district business. One-to-one communication with a student concerning any school district business shall be limited to the electronic resources provided by the District such as e-mail or classroom management applications.

School district employees are urged to exercise extreme caution before communicating with students via social media about non-school matters. Such electronic communication may cross professional boundaries in violation of the Pennsylvania Code of Professional Practice and Conduct for Educators, and the Educator Discipline Act. School district employees are urged to maintain strict professional boundaries on social media, and to protect against even the appearance of impropriety. [4][5]

School district employees and board members shall not post personally identifiable and otherwise confidential information from educational records on their personal social media accounts. Personally identifiable information includes information that could indirectly identify a student through linkages with other information. [6]

School district employees are strongly encouraged to utilize privacy settings on personal social media accounts to ensure that a professional boundary is maintained between the employee and students and parents.

The School District does not actively monitor personal social media accounts for its employees. Nonetheless, should the School District administration or school board's attention be brought to a personal social media post that demonstrates insubordination, immorality, a disregard for Pennsylvania's Code of Professional Practice for Educators, cruelty, unlawful discrimination, other unlawful act(s), or that impedes the efficient and effective operation of the school district, the employee may be subject to disciplinary action. [7][8]

## **THIRD PARTY SOCIAL MEDIA ACCOUNTS**

Third party social media accounts are not operated or controlled by the School District. These accounts are privately created and maintained, and are not actively monitored by the District.

Third party social media accounts may not use the School District's logo, unless given express written permission by the Superintendent.

The School District encourages the operators of all third party social media accounts to be good-faith ambassadors of the school district, and to operate these private social media accounts in a manner that represents the School District in a positive light.

### **Consequences for Violation of this policy**

Employees that violate this policy may be subject to disciplinary action, up to and including dismissal.

[1] U.S. Const. Amend. I

[2] 22 Pa. Code § 235.9

[3] 28 C.F.R. § 35.160

[4] 22 Pa Code §235 et seq.

[5] 24 P.S. §§2070.1 et seq.

[6] 20 U.S.C. § 1232g; 34 C.F.R. Part 99

[7] 24 P.S. § 11-1122

[8] Pickering v. Board of Education, 391 U.S. 563 (1968)



Legal

1. Pol. 814
  2. Pol. 113.4
  3. Pol. 216
  4. Pol. 317
  5. Pol. 352
  6. Pol. 252
- Pol. 815.2



# PSBA Officer Elections - Slate of Candidates

## President-Elect

### ❖ **Sabrina Backer**

### **Franklin Area School District**

Sabrina Backer has been active in public education since her children started elementary school. She began with the executive board of their school's parent/teacher organization, moved on to her local school board in 2015, and then served as Section 1 advisor, and on the Governing Board of PSBA in 2018. Since being elected to the Franklin Area School Board, she has served as PSBA liaison, and on their Hall of Fame, Personnel Operations, and Negotiations committees, chairing both the Personnel and Operations committees. Sabrina also has served on PSBA's Bylaws and Platform committees, the Pennsylvania Public Education Foundation, been a member of the Legislative Advisory Council and the chair of the Policy Committee. Sabrina attended Fayetteville State University and is the chief clerk/county administrator for Venango County. She resides in Franklin with her husband Brian and their two children – Britton, a freshman at Penn State, and Cambree, a sophomore at Franklin Jr./Sr. High School.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I believe that public education is the foundation for which success begins. If we are to have upstanding productive adult members of society we must first educate them as youths. All children deserve to have a chance for success and in order for that to happen we must have a strong public education system. If not for advocates of public education the system could be flawed. We must walk a fine line between governmental involvement, local jurisdiction, and proper education. I believe this the core principle of what PSBA stands for. I have been honored to be a part of PSBA for the past few years and feel that my journey is not complete. I believe that in the role of President Elect I will be able to foster the core values and principles that the PSBA is built on. Being a dedicated and active member of an organization that is built on supporting our future leaders is not only necessary, but it truly is a pleasure. I hope to continue my passion of promoting public education in a stronger leadership role.”

[Sabrina Backer - President-Elect Video](#)

### ❖ **David Schaap**

### **Brentwood Borough School District**

David Schaap has been a school board director for the Brentwood Borough School District for 15 years. He is president and founder of Selah Publishing Co., an internationally known publisher of church music, founded in 1988. Schaap is also organist/choirmaster at Trinity Episcopal Cathedral in Pittsburgh, Pa. His undergraduate studies were at Calvin College in

Grand Rapids, Mich., with a double major in music (composition and arranging) and art (sculpture). Schaap has led workshops, plenaries, hymn festivals, and reading sessions for national and regional meetings throughout the United States.

As a representative of Brentwood's School Board, Schaap has served on the board of directors for Steel Center Career and Technical School for 14 years and the Mon Valley Area Special School District for 14 years and most of that as president. The last five years, Schaap has been an elected member of the Allegheny Intermediate Unit, serving as treasurer, vice-president, and is in his second term as president. Schaap served on the PSBA effective governance committee that rewrote the current “Principles for Governance and Leadership”; PSBA Policy committee in 2016; served as assistant PSBA regional director starting in 2010 until positions were re-configured; has been PSBA liaison for Brentwood Borough School District for most of his 15-year tenure; and presented a workshop at the 2019 PSBA Leadership Conference (“Charting the Course: A VIP Event for Brentwood Borough School District”). Schaap has attended over a dozen annual School Leadership conferences, participated in many PSBA delegate assemblies, attended several PSBA legislative forums, and completed his required school director training through PSBA.

Schaap is married to Virginia, a musician and educator, and his three children graduated from Brentwood Borough High School. His youngest child is finishing up his undergraduate studies to become an elementary school teacher.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I have worked with both large and small school districts and large and small budgets with the four school boards I serve. I always work to understand the history, the challenges, and the successes, and do the research and ask questions to be prepared for the meetings. I push to focus on the long-term health of each organization, challenging them to thoughtfully plan for the future. I would do no less as President-Elect of the PSBA and I will show up and do the work. It would be my honor to serve as your President-Elect.”

[David Schaap - President-Elect Video](#)

# West Chester Area School District 2021 Summer Learning Programs

## Presenters:

Kate Coulter, Steve Fitch, Anthony Froio,  
Steve Jenkins, Lisa Stoddard,  
Jason Thompson, Diane Squeri,  
Ashley Melanson, and Sam Zang







**Secondary ELD  
Jumpstart Program  
Summer 2021  
Henderson High  
School**

**Diane Squeri, Site  
Manager**

**ELD Teachers:**

**Kim Freese  
Anastasia Coni  
Michelle West  
Suzanne Brady  
Para: Barb Bell**

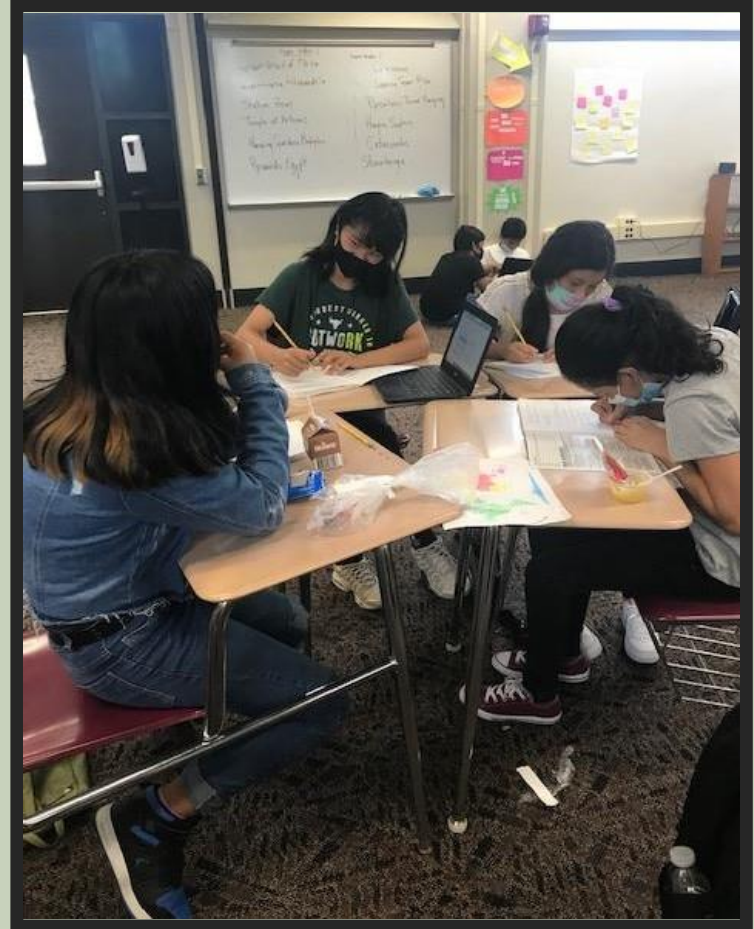
**Dr. Steven Werner,  
Asst. Director of  
Pupil Services  
Nancy Kelly, Pupil  
Services Secretary**

# Program Information and Goal

- 7th -12 th grade ELD students: 4 weeks, full day, transportation, breakfast and lunch provided
- Instruction based on common curriculum content in grades 7-12

**Goal: To provide enriching learning experiences that will improve language proficiency skills by:**

- Building background knowledge
- Introducing content area topics and vocabulary
- Engaging in real world experiences





**Field Trips: Myrick Nature Center-Stream Study (Freshwater Biome) and Adventure Aquarium (Saltwater Biome)**



**Finding macro-invertebrates**



**Observing the Ecosystem**

**Biology: Explore the Natural World**

**Week 1**

**ELA: Biomes of the World (Aquatic and Forest)**





## Week 2- Landmarks of the World, Historic Sites and American Revolution

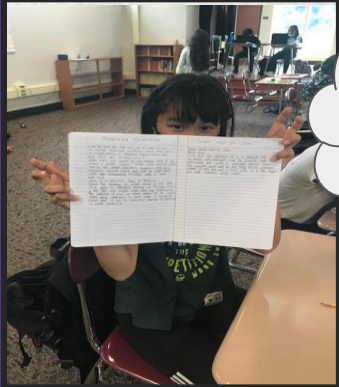
Historic Landmarks Field Trips:  
Independence Hall, Liberty Bell and Museum  
of the American Revolution (Philadelphia,  
PA)



George  
Washington's  
Battle Tent!



Clipper Ship Tour  
and History of Our  
Flag!



My Great  
Wall of  
China  
Research







## Week 3- Career Exploration

Federal  
Credit  
Union

TCHS  
Tour

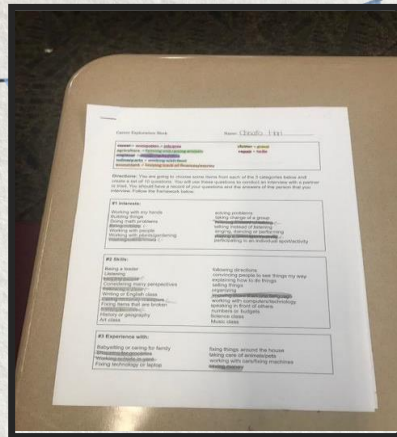
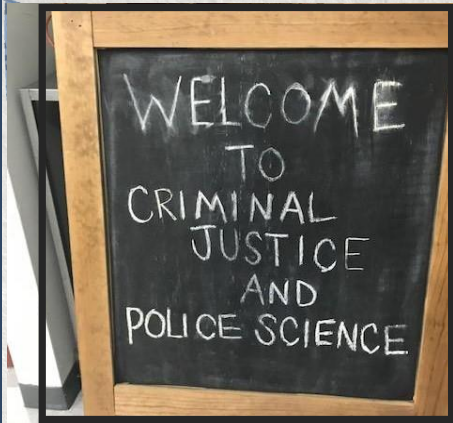
Banking  
and Finance,  
Restaurant  
Industry,  
Technical and  
STEM Fields  
Myers Briggs  
Inventory



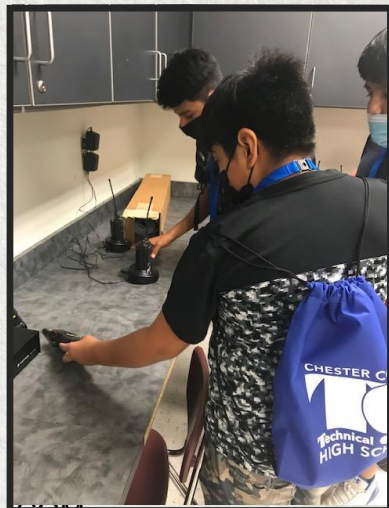
Lawyers  
and  
Police  
Officer







## Myers Briggs Career/ Personality Inventory



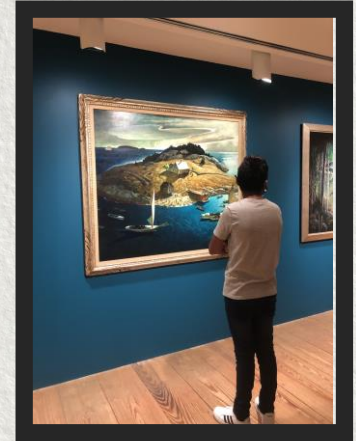
TCHS  
Tour



## Trips to Brandywine Conservancy Museum of Art: (Ralston Crawford and Andrew Wyeth Exhibits)



## Week 4- Exploring Types of Art and Expression: Making Mosaics, Paper Sculptures, Abstract and Realistic Art





**Week 4: Seeing Mosaics!** Trip to  
Philadelphia Magic Gardens: Isaiah Zagar's  
Mosaic Art and Mexican Art Exhibit:  
(Philadelphia, PA)



# Student Survey Responses

**“ I had so much fun this summer! I wouldn’t change anything! “ (9th grade student)**

**“I loved all the field trips! The aquarium was my favorite!” (7th grade student)**

**“I liked learning about artists and seeing the art.” (10th grade student)**

**“I would like doing more crafts. It was fun! “ (7th grade student)**

**“I liked learning about different jobs. I know it’s a lot of school, but I’m really interested in becoming a lawyer.” (7th grade student)**



**“I liked research time.” (8th grade student)**

**“I like we could choose any week because sometimes I do other things. I also liked the TCHS tour. I want to go into cosmetology.” (11th grade student)**

**“There wasn’t anything I didn’t like. I wish we had more time.” (8th grade student)**

**“My favorite part is when we went to the creek.” (8th grade student)**





# Anytime, Anywhere Learning

Provide students with multimodal opportunities for skill-building at home through creating, exploring, making, and moving

Empower families and encourage collaborative partnerships with schools

Provide families with quality resources that align with WCASD's Operation Innovation initiatives



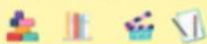
ELEMENTARY INSTRUCTIONAL TECHNOLOGY COORDINATORS  
ASHLEY MELANSON & SAM ZANG



**Mrs. Thomas - Hillsdale Elementary**

Anytime Anywhere Summer Learning

## OFF SCREEN ACTIVITIES



 **READING** 

 **MATH** 

 **SCIENCE** 

 **UNIFIED ARTS** 

 **WRITING** 

 **SOCIAL STUDIES** 

 **FAMILY RESOURCES**

## FRACTIONS

### DIRECTIONS

- **PERUSE** THE NEARPOD REVIEW LESSONS
- **PRACTICE** YOUR SKILLS WITH ONLINE GAMES
- **PERFORM** BY COMPLETING SHORT SKILL CHALLENGES TO PROVE YOU ARE READY TO LEVEL UP!



**CAN YOU COMPLETE ALL LEVELS?**



**PERFORM**

**LEVEL UP**



**S**





## Week Eight: I Am Ready

Being ready for school means you are prepared and eager to learn. Let's focus on getting ready for school starting soon!

### Reading & Oral Language

### Writing & Phonics

### Math

How can I use text features to find important information?

How can I write a research report?

I can I use tools to measure objects?

#### How Do I Go To School

Read or [listen](#) to "How Do Dinosaurs Go To School?" Take time to think and talk about what being ready for school means. How are you ready to learn and be a great friend?

#### It's Party Time

It's time to celebrate all you've accomplished this summer. Think about what you've learned this summer. Plan a way to celebrate.

#### My Math Story

Use objects you find to create and solve a math story. How can you make each story different using the same objects?

### Social Emotional Learning

### Family Routines

#### Balloon Breathing

Have you ever felt sad, uncomfortable or scared in a new situation? One deep breath in and one long breath out can make you feel better!

#### School Routines

The new school year is fast approaching. It's never too early to prepare. Over the next week, spend time getting ready for the new year to begin.



## How Can I Solve Subtraction Story Problems Within 10?

Practice

Research

Sing

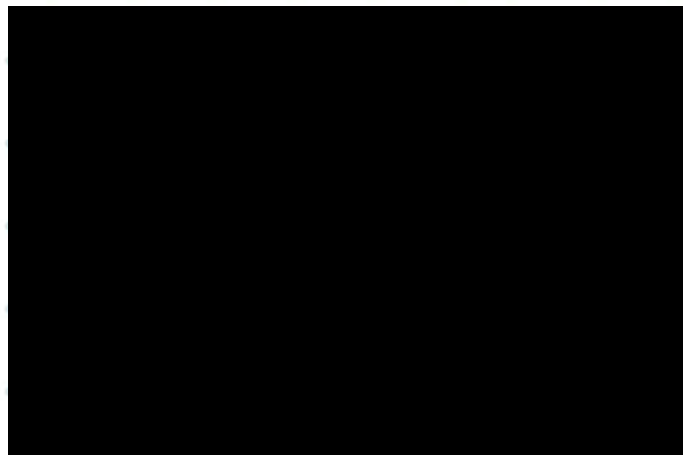
Act

Create

Home

Show What You Know

Reflect



By the start of July, there had been over 5,000 family visits to Anytime, Anywhere learning classes in Seesaw



FEATURED AT



AN ON-DEMAND CONFERENCE AVAILABLE TO A  
GLOBAL AUDIENCE OF SEESAW EDUCATORS



JUST RELEASED



GETTING READY FOR  
KINDERGARTEN



INTRODUCTION TO  
SCHOLOGY COURSE



**WEST CHESTER AREA SCHOOL DISTRICT**  
**Education Committee**

To: Board of School Directors  
From: Tammi Florio, Ed.D  
Dawn Mader  
Sara M. Missett, Ed.D  
Kalia Reynolds, Ed.D  
Michael Wagman  
Cc: Robert Sokolowski, Ed.D  
Date: September 9, 2021  
Re: Consent Agenda Item for September 27, 2021 Board Approval

---

Unless we hear otherwise, the following will appear under the Education Committee as consent item(s) for the September 27, 2021 School Board agenda:

**1. Approval to Establish the following Account(s):**

- East High School Store Account
- Henderson High School Class of 2025 Account
- Rustin High School Class of 2025 Account

**2. Approval to Terminate the following Account(s):**

- Henderson High School Class of 2021 Account
- Henderson High School Kathy Clark Flamm Memorial Scholarship

**3. Approval of the following PSBA Officer Candidates:**

**(all are running unopposed so no action is necessary at the committee level)**

- Allison Mathis-North Hills School District, PSBA Vice President
- Edward Brown-Upper Darby School District, PSBA East Zone Representative
- Richard Freirchs, PSBA Insurance Trust Trustee (3 year term)
- William LaCoff, PSBA Insurance Trust Trustee (3 year term)
- Nathan Mains, PSBA Insurance Trust Trustee (3 year term)

**4. Approval of the second reading of the following Board Policies/Administrative Guidelines:**

Approval of New Policy 236.1 – Threat Assessment  
Approval of Revised Policy 218.1 Weapons  
Approval of Revised Policy 218.2 – Terrorist Threats  
Approval of Revised Policy 247 – Hazing  
Approval of Revised Policy 249 – Bullying/Cyberbullying  
Approval of New Administrative Guideline 252AG4 – Home Access to the Internet  
Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources

Approval of Revised Policy 717 – Employee Wireless Communication Devices Approval of Revised Policy 916 – School Volunteers Approval to retire Administrative Guideline, 916AG2
---

If after reviewing this information you have any questions, please feel free to contact Kalia Reynolds: [kreynolds@wcasd.net](mailto:kreynolds@wcasd.net) or 484.266.1016.



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 7/22/21

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: East High School

☐ Trust Account (Fund 51)

Name of Account: School Store Account

State the purpose for which this account is intended:

The purpose of this account is to keep deposits and payments for the school store separate from our DECA activity account.

List Source(s) of revenue:

Revenue will be incurred from sales of products in the school store.

List types of expenses to be incurred:

Expenses will be purchases related to merchandise for the school store or supplies to help the store run more efficiently.

How long do you plan to keep this account active: for the foreseeable future

*Alicia Newton*

*Alicia Newton*

*Nikita Gandhi*

Student Officer's Signature

Nikita Gandhi

Student Officer's Name Printed

*Carol Lill*

Faculty Sponsor's Signature

Carol Lill

Faculty Sponsor's Name Printed

*[Signature]*

Principal's Signature

*[Signature]*

Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on: \_\_\_\_\_

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 8/6/21

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: HHS

☐ Trust Account (Fund 51)

Name of Account: Class of 2025 (50000221 014221)

State the purpose for which this account is intended:

Class advising for the class of 2025

List Source(s) of revenue:

Shirts, tickets etc.

List types of expenses to be incurred:

food, shirts, prom

How long do you plan to keep this account active: 4 years

Student Officer's Signature

Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

Karnleen Clark  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 14-Jul-21

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: Bayard Rustin High School

☐ Trust Account (Fund 51)

Name of Account: Class of 2025

State the purpose for which this account is intended:

**To deposit funds collected by the Class of 2025.**

List Source(s) of revenue:

**Fundraisers, dances, Homecoming T-shirt sales**

List types of expenses to be incurred:

**T-shirts for Homecoming, Decorations for Junior Prom, Venue, Caterer and DJ Services for Senior Prom**

How long do you plan to keep this account active: 4 years

Student Officer's Signature

Student Officer's Name Printed

*Scott M. Byerly*  
*Michael Shoremount*

Faculty Sponsor's Signature

Faculty Sponsor's Name Printed

**Dr. Michael Marano**

Principal's Signature

Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO TERMINATE ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 8/22/21 Check appropriate box:  
☒ Student Activity Account (Fund 50)

Building: HHS ☐ Trust Account (Fund 51)

Account Number: 50000221 010221

Name of Account: Class of 2021

Ending Account Balance: \$ 844.25

Disposition of Remaining Funds: \$ 281.42 to class of 2023 (50000221 012221),  
\$ 281.42 to class of 2024 (50000221 013221) & \$ 281.41 to class of 2025  
(50000221 014221)

Student Officer's Signature

Student Officer's Name Printed

[Signature]  
Faculty Advisor's Signature

Kathleen Clark  
Faculty Advisor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT  
DEPLETION OF SENIOR CLASS FUNDS

Submit 3 copies to the Director of Secondary Education with  
Application to Terminate Account for submission to the Board.

Date: 8/6/21

We, the Class of 2021 (year) choose option # [please check your choice below],  
and want the remaining funds in the class treasury depleted in the following manner  
upon graduation. This form will be used as the documentation on file at the building  
noting the class purchase.

- X 1.\* The remaining money to be used to purchase a class gift or to make  
a donation. We, the Class of 2021 (year) want the following  
to be purchased/donated:

Class of 2023 - \$281.42 (50000221 012221)  
Class of 2024 - \$281.42 (50000221 013221)  
Class of 2025 - \$281.41 (50000221 014221)

OR

2. With the remaining money, the Principal and/or their committee  
will purchase a gift of their choosing or make an appropriate donation.

Class Officer's Signature

[Signature]  
Faculty Advisor's Signature

Class Officer's Name Printed

Kathleen Clark  
Faculty Advisor's Name Printed

Principal's Signature

[Signature]

Signature of Director of Secondary Education

[Signature]

\*This method is preferred.





WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO TERMINATE ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 8/27/21 Check appropriate box:  
☐ Student Activity Account (Fund 50)  
Building: HHS ☒ Trust Account (Fund 51)

Account Number: 61000221 275221

Name of Account: Kathy Clark Flamm Memorial Scholarship

Ending Account Balance: \$ 17,369.00

Disposition of Remaining Funds: please see attached letter

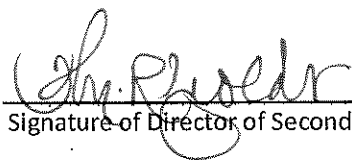
Student Officer's Signature

Student Officer's Name Printed

Faculty Advisor's Signature

Faculty Advisor's Name Printed

  
Principal's Signature

  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on: \_\_\_\_\_

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office

August 11, 2021

Dr. Jason Sherlock  
Principal  
B. Reed Henderson High School  
400 Montgomery Avenue  
West Chester, PA 19382

Dear Dr. Sherlock,

This letter requests that the current balance of \$17,369 in the Kathy Clark Flamm scholarship be transferred to:

The Chester County Community Foundation  
c/o: Bob Ferguson  
EVP of Business Affairs  
The Lincoln Building  
28 West Market Street  
West Chester, PA 19382

We will continue to fundraise in remembrance of my wife Kathy who graduated From Henderson and look forward to granting annual awards to a Henderson graduating senior.

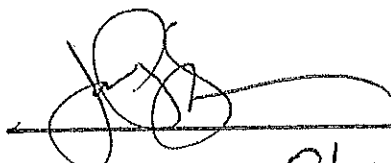
Should you have any questions, please feel free to contact me at 484-410-1772 or at [shorethingobx@gmail.com](mailto:shorethingobx@gmail.com).

Very truly yours,



Bruce Flamm


Cc: Bob Ferguson, CCCF

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8/26/21

**WEST CHESTER AREA SCHOOL DISTRICT**  
School Board Secretary

TO: Board of School Directors  
Cc: Bob Sokolowski, EdD  
FROM: Linda Cherashore   
DATE: September 9, 2021  
RE: PSBA Election – 2022 slate of candidates

---

It is PSBA election time. PSBA Policy 303-Nomination and Campaign Procedures (*attached for your reference*) require each district's school board to cast their votes in a public meeting in either August or September. This year all candidates are running unopposed except the president position. The slate of candidates follows; a summary is attached with video links.

**President-Elect**                      **Sabrina Backer**, Franklin Area SD (Venango Co.)  
**David Schaap**, Brentwood Borough SD (Allegheny Co.)

**Vice President-Elect**                      **Allison Mathis**, North Hills SD (Allegheny Co.)

**East Zone Representative**                      **Edward Brown**, Upper Darby SD (DELCO)  
(*We are eligible to vote for the East Zone Representative as our district is in Section 8.*)

**PSBA Insurance Trust Trustees (term ends Dec. 31, 2024)** *Choose up to three candidates for a 3-year term:*

**Richard Frerichs, William LaCoff, Nathan Mains**

At the September 13 Education Committee, a discussion and vote for president will take place. The other positions will appear as consent agenda items on the September 27<sup>th</sup> board agenda.

As the person authorized to register votes on behalf of our school entity, I will do so after the September 27 board meeting and as required, will send you the PSBA voting receipt.

If you have any questions, please let me know.



## Policy 303

# **Nomination and Campaign Procedures: Election of Officers, Zone Representatives & Sectional Advisors**

*Section 300 Governing Board/Executive Committee  
Adopted*

The Governing Board adopts this policy to establish guidelines necessary to carry out the process of electing PSBA officers, Zone Representatives and Sectional Advisors.

The procedures set forth in this policy apply to the election of the following elected positions of the association:

President-Elect.

Vice President.

Treasurer.

East Zone Representative.

Central Zone Representative.

West Zone Representative.

Sectional Advisors (8), PSBA Sections 1 through 8.

## **SUCCESSION**

The President-Elect shall automatically assume the office of President in the year following the term as President-Elect, without needing to stand for election, unless the President-Elect was appointed to fill a vacancy. In that case, a President will be nominated and elected by the Governing Board upon obtaining a three fourths affirmative vote of all eligible members of the Governing Board. In the event a vacancy in the office of President occurs, the President-Elect shall serve as Acting President for the remainder of the term, shall assume the office of President the following year in the normal course, and the term of the Immediate Past President shall be extended for one year.

## **TERMS**

The term of office for the offices of President, President-Elect, and Vice President is one (1) calendar year, commencing on the first day of January following the election (although not elected, the term of an Immediate Past President is also one (1) year). The term for each Zone Representative is three (3) years, staggered such that one is elected each year. The Treasurer shall serve a term of three (3) years. The elections of the Treasurer and Zone Representatives shall take place every three (3) years calculated from the year in which elected for the first full three-year term. For reference purposes, the first full three-year terms of the Treasurer and Zone Representatives commenced as follows:

Treasurer elected for three-year term commencing January 1, 2021, 2024, 2027...

West Zone Representative elected for a three-year term commencing January 1, 2021, 2024, 2027...

East Zone Representative elected for a three-year term commencing January 1, 2022, 2025, 2028...

Central Zone Representative elected for a three-year term commencing January 1, 2023, 2026, 2029...

The three (3) zones of the state from which each Zone Representative is elected are defined as follows:

The Eastern Zone consists of PSBA Sections 4 and 8.

The Central Zone consists of PSBA Sections 2, 3, 6 and 7

The Western Zone consists of PSBA Sections 1 and 5.

Sectional Advisors serve a two-year term.

## **NOMINATION**

The nominating process shall be overseen by a Nominating Committee as outlined in the PSBA Bylaws and consistent with this policy. The function of the Nominating Committee is to seek and consider, on behalf of the membership of the Association, a slate of candidates to fill the several elected positions of the Association, to carefully evaluate the qualifications of the applicants for office and identify for benefit of the voting membership those the Committee believes will best govern the Association. The committee shall engage in appropriate activities to increase awareness among the membership about Association leadership opportunities, and to identify members whose background, experiences, talents, training, involvement in Association activities and other pertinent attributes indicate potential for valuable contributions to the success of the Association at increasing levels of Association leadership and responsibility.

A candidate shall not apply for or be slated for more than one elected position in any year.

## **Committee Composition**

The Nominating Committee consists of:

The Immediate Past President serving as committee chair

The president-elect;

One sectional advisor appointed by and from among the sectional advisors;

One individual member of the Association from each PSBA zone, appointed by the president from among at least three persons nominated by each zone representative;

Two current members of the Governing Board other than officers appointed by the Governing Board;

Two past presidents of the Association appointed jointly by the president and the immediate past president;

Two school directors who are individual voting members of the Association not otherwise holding an elected position of the Association, appointed by the president;

The Governing Board and Sectional Advisors each shall designate one alternate who, in the event an appointee is unable to participate in the Committee meeting at which candidate interviews take place, will replace that appointee without need to convene the appointing body. The alternate does not become a member of the Committee until the original appointee they are to replace has resigned. A Committee member who discovers that he or she will be unable to participate in the interview meeting in person or via alternative means shall immediately notify the chairperson and tender his or her resignation so that an alternate may be activated.

All appointees and alternates to the Nominating Committee should be active members who exhibit an understanding of PSBA's organizational structure, programs, and services. The President and Immediate Past President shall confer with the Governing Board and the Sectional Advisors and department heads to ensure that in selecting persons to serve on the Nominating Committee, an appropriate geographical balance and balance of current Governing Board members and others not holding positions of leadership in the Association is sought in constituting the membership of the committee each year.

### **Committee Meetings**

The Governing Board shall establish a timeline with deadlines for submission of Applications for Nomination, completion of candidate interviews and preparation and publication of the slate of candidates, such that the Association membership can be notified of the result of the nomination slating process no later than July 31 of each year. The approved timeline shall be widely published to the membership. The approved timeline shall remain in effect for succeeding years until amended or replaced by the Governing Board.

A quorum of the Nominating Committee shall be a minimum of nine members.

Electronic participation by Committee members may be permitted, at the discretion of the Committee chairperson, for the annual meeting at which the Committee conducts interviews and deliberations. In the event a member of the Committee becomes aware that the member will be unable to attend that meeting in person, the member should notify the Committee chairperson immediately, so that alternative arrangements can be made for participation in the meeting. The Committee also may meet at the call of the chairperson at such other times and places, including via electronic means, as necessary to carry out the other functions of the Committee.

Only members or an alternate of the Committee may attend or observe the committee meeting at which interviews, deliberations and voting occur. However, the President may attend as an observer without right of participation. The Corporate Secretary of the Association (and/or their designee) may attend the meetings for the purpose of providing staff support and creating a record of the proceedings. When the President and/or Corporate Secretary attends as an observer, they may be designated by the Committee chair to take notes of the meeting, and to serve as tellers for counting ballots and reporting results of balloting in the event the Committee elects to use confidential written ballots.

### **Eligibility for elected positions**

Eligibility for election to the PSBA Governing Board requires that the candidate be a voting member of the Association in good standing (a member of the local board of a school entity having current PSBA membership) and having completed four years of service on their local board.

Eligibility for election to a Zone Representative position requires that the candidate be an elected member of the Governing Board of a school entity having current PSBA membership that is situated in a section included in the East, Central or West zone of the state represented by the Zone Representative position being sought.

To be eligible for election as a Zone Representative or an officer other than Treasurer, a candidate shall have completed a minimum of four (4) years of service as a school director in the state of Pennsylvania prior to taking office. No person may hold at the same time more than one (1) of the elected positions of the association.

Candidates for the office of Treasurer must have fiscal acumen and experience in finance and accounting, enabling an understanding of the association's financial issues including but not limited to, accounting standards, financial reports, financial statements, audits, budgets, and financial record keeping requirements.

Eligibility for election to a Sectional Advisor position requires that the candidate be a member of the Governing Board of a school entity having current PSBA membership that is situated in that PSBA section of the state. There is no requirement for years of service.

No person is eligible to be slated as a candidate for any officer, Zone Representative or Sectional Advisor position in any year for which such person accepted appointment as a member of the Nominating Committee.

To be eligible for election as an officer, Zone Representative or Sectional Advisor, the current year membership dues of the entity from which a candidate's individual membership is derived must be paid in full prior to the slating of candidates.

An individual school director is ineligible to stand for election if they are no longer serving in an elected local director position. The only exception being an individual elected to the position of president-elect may complete the succession to president and immediate past president.

### **Applications**

Position descriptions detailing the qualifications and responsibilities of officer and Zone positions, and Application for Nomination forms shall be approved by the Governing Board and widely distributed to members. Position descriptions are listed in Policy 100. Application forms may be updated from year to year to reflect current interview dates, the positions that are up for election and other administrative elements, without further action of the Governing Board, if no substantive aspects of a form are changed.

Persons seeking consideration for an elected position of the association shall file at PSBA headquarters to the attention of the Corporate Secretary an Application for Nomination on a form approved by the PSBA Governing Board, accompanied by a photograph, letters of recommendation and such other supporting materials as may be specified on the Application for Nomination form for the purpose of further documenting the candidate's involvement in activities of the association, relevant community service and leadership experiences or other qualifications.

Applications may be submitted via hand delivery, electronically or via United States Postal Service. Applications for Nomination must be marked received at PSBA headquarters no later than the application deadline specified in the timeline approved by the Governing Board in order to be considered as timely filed.

During interviews of applicants, the Committee shall also confirm whether a candidate continues to meet minimum eligibility requirements for the position sought.

### **Process**

The Nominating Committee shall review all Applications for Nomination that meet TIER 1 criteria to make a preliminary determination that applicants meet minimum eligibility requirements established in the Association Bylaws for the positions sought. The Nominating Committee shall apply a three-tiered

eligibility process to the selection of a candidate(s) for each open position:

TIER 1 – Application for a position must be received by the established deadline. The member-district must be considered in good standing and be current with PSBA dues. Candidates must meet the minimum years of service on their local board (as outlined in this policy and bylaws) and be current with all state-required training for school directors. In addition, the candidate must supply evidence that their local school board has officially adopted the PSBA Principles for Effective Governance and Leadership.

Any application received that does not meet these minimum criteria will not be provided to the Nominating Committee by the Corporate Secretary. PSBA staff will notify the committee chair of all applications received. PSBA staff will notify all applicants of their application status.

TIER 2 – Applications for nomination shall be reviewed by the Nominating Committee and all slated candidates must meet the following criteria to be slated:

A demonstrated record of service to their local board

Consistent participation in PSBA programs and services

Familiarity with PSBA structures, bylaws, and resources

A record of promoting PSBA and maintaining their fiduciary duty during past PSBA service

Exhibits ongoing support of PSBA, the platform and professional staff

All candidates meeting TIER 2 requirements shall be slated by the nominating committee.

TIER 3 - Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates.

At the conclusion of the process, the Chair of the Nominating Committee shall provide, in writing, feedback to all applicants regarding the strengths and weaknesses of their application based on the committee review.

## **LOSS OF ELIGIBILITY**

If it appears that a candidate has ceased to meet minimum eligibility requirements after being slated, the matter shall be referred to the Credentials Committee for determination of whether the candidate remains eligible for election. The determination of the Credentials Committee shall be considered final. The applicant shall not be slated as a candidate if the Credentials Committee determines the applicant has ceased to meet eligibility requirements.

If the Credentials Committee determines that the candidate no longer is eligible for election and thus is disqualified, the candidate’s name shall be removed from subsequently published slates and ballots and other measures shall be taken to inform members of the Association of the change to the slate for that position.

On July 20, the staff will provide the Credentials Committee with a list of the candidates and the date their district paid the current year’s dues and any candidate whose district dues have not been paid will be deemed ineligible by the Committee and disqualified from the election, regardless of subsequent dues payment.



Loss of eligibility by the only candidate slated for an office after the nomination process, such that no eligible candidate remains slated and no candidate thus can be elected, results in a vacancy in that position effective upon the commencement of the term of office. The vacancy will be filled by the incoming Governing Board in accordance with the Bylaws.

## **PUBLISHED SLATES AND BALLOTS**

As soon as practicable following the Nominating Committee's candidate interviews and determinations of candidates to be designated as endorsed, and in any event no later than July 31, a slate reflecting the candidates shall be prepared and published in PSBA publications and on the Association website.

## **DISSEMINATION OF CANDIDATE INFORMATION TO THE MEMBERSHIP**

Information about slated candidates shall be disseminated to the membership as follows:

The slate with brief candidate profiles shall be published on the PSBA website.

In addition to the publication of slates and ballots, the following candidate information shall be published on the Association's website if provided by the candidate:

A good quality head shot of the candidate.

Biography and written statement from the candidate summarizing the candidate's interest in, qualifications for and goals of serving the Association in an elected position, not to exceed five hundred (500) words in length.

A video of the candidate delivering a statement addressing a brief series of points developed by the Nominating Committee, not to exceed three (3) minutes in total length.

## **VOTING PROCEDURES**

Voting and registering of votes shall take place during a period commencing eight (8) weeks prior to the annual meeting of the Delegate Assembly and ending one (1) week prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.

Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the Governing Board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, a Joint Operating Committee is regarded as that entity's Governing Board.

### **Casting of votes by member entities**

Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one (1) vote for each elected position presented for election.

An entity may cast a vote only for an Zone Representative position for the zone of the state to which the entity is assigned. An entity may cast a vote only for a Sectional Advisor position for the section of the state to which the entity is assigned.

The vote of the entity for each position shall be determined by simple majority vote of the entity's Governing Board (majority of a quorum), cast at a public meeting of the Board.

A candidate must receive a majority of votes of a quorum of the entity's Governing Board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's

Governing Board for any candidate is not sufficient. If no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two (2) candidates previously receiving the most votes. If the Board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.

The secretary of each entity's Board shall record the Board's vote as to each elected position on the ballot. The selections of each member entity's Board for the elected positions on the ballot cast for that entity shall be registered with the PSBA Credentials Committee via the PSBA election system by the secretary of each entity's Board.

### **Tallying of votes**

The Corporate Secretary, or designee, shall implement an electronic voting system. The system may be either an internal system or provided by an external vendor. The Credentials Committee shall meet as necessary prior to the annual meeting of the Delegate Assembly to review, verify and certify the tallying of votes for the elected positions of the Association.

The Credentials Committee shall determine whether a voting entity was ineligible to vote because the entity's current year dues were not paid in full prior to the close of the voting window and shall declare void votes cast by entities that were ineligible to vote. The decision of the Credentials Committee shall be considered final.

Plurality and tie votes (reference General Counsel legal opinion dated September 9, 1987, and thereafter incorporated in PSBA policy): In any election year when two (2) or more candidates are on the ballot for a specific elected position, the winner shall be determined by a plurality of the votes cast by the member entities casting votes (i.e. the one who gets the largest number of the votes for that position cast by member entities).

In the case of a tie vote for a PSBA elected position, the winner shall be determined by a flip of a coin. The Credentials Committee chairperson shall conduct the coin toss in the presence of a majority of the committee when practical and the tied candidates or those candidates' designees shall be invited to attend.

Results of voting shall be announced at the Delegate Assembly or other suitable membership gathering following the tabulation of the election results.

### **PROHIBITED PRACTICES**

Slated candidates are encouraged to campaign actively and consistently with the provisions of this policy and the Expectations of Fairness and Civility expressed within the Information and Instructions for Candidates Seeking PSBA Elected Positions document provided to all applicants for elected positions.

Other than those staff functions necessary for the dissemination of candidate information as described in this policy, no PSBA staff or organizational support of any kind may be used for the campaign of any candidate with the exception of promoting the endorsed candidates via PSBA publications.

Other than the tasks necessary to carry out the informational aspects of the election process as outlined in this policy, PSBA staff members shall not engage in any activities supporting the campaign of any candidate and must avoid activities or making statements that might create that appearance in their

official capacities. However, PSBA staff are permitted to express personal views.

PSBA resources supplied to any candidate as part of their existing organization duties shall not be used for campaign purposes. Officers, zone representatives, sectional advisors, advisory council members and members of the Nominating Committee are not permitted to use the privileges or functions of their official positions to campaign for themselves or for others.

The foregoing provisions are not intended to limit otherwise permissible campaign activities by such officials as individuals when not performing official functions or speaking in an official capacity, nor to discourage persons holding such PSBA elected positions from speaking generally about the PSBA election process or encouraging participation in the process.

### **ALTERNATE CANDIDATE RECRUITING PROCESS**

If no person meeting eligibility requirements has filed a timely Application for Nomination for an elected position, or if the only applicant for a position ceases to meet all eligibility requirements for the position sought after the application is received, the following alternate candidate recruiting procedure shall be implemented to assist the Nominating Committee in seeking applications by interested candidates.

Not later than one week after the application submission deadline, the Nominating Committee chair shall notify the Governing Board of any position(s) for which no candidate has filed an Application for Nomination by the deadline.

Members of the Committee, the Governing Board and the Sectional Advisors will engage in appropriate activities to find and recruit interested candidates for the position lacking any applicant.

Second round Applications for Nomination must be marked received at PSBA headquarters not later than the alternate recruiting application deadline specified in the approved election timeline.

Should no applicants come forward under the alternate procedure for seeking out interested candidates, the incoming Governing Board shall fill resulting vacancies in accordance with the Bylaws and appropriate policy.

# PSBA Officer Elections - Slate of Candidates

## President-Elect

### ❖ **Sabrina Backer**

### **Franklin Area School District**

Sabrina Backer has been active in public education since her children started elementary school. She began with the executive board of their school's parent/teacher organization, moved on to her local school board in 2015, and then served as Section 1 advisor, and on the Governing Board of PSBA in 2018. Since being elected to the Franklin Area School Board, she has served as PSBA liaison, and on their Hall of Fame, Personnel Operations, and Negotiations committees, chairing both the Personnel and Operations committees. Sabrina also has served on PSBA's Bylaws and Platform committees, the Pennsylvania Public Education Foundation, been a member of the Legislative Advisory Council and the chair of the Policy Committee. Sabrina attended Fayetteville State University and is the chief clerk/county administrator for Venango County. She resides in Franklin with her husband Brian and their two children – Britton, a freshman at Penn State, and Cambree, a sophomore at Franklin Jr./Sr. High School.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I believe that public education is the foundation for which success begins. If we are to have upstanding productive adult members of society we must first educate them as youths. All children deserve to have a chance for success and in order for that to happen we must have a strong public education system. If not for advocates of public education the system could be flawed. We must walk a fine line between governmental involvement, local jurisdiction, and proper education. I believe this the core principle of what PSBA stands for. I have been honored to be a part of PSBA for the past few years and feel that my journey is not complete. I believe that in the role of President Elect I will be able to foster the core values and principles that the PSBA is built on. Being a dedicated and active member of an organization that is built on supporting our future leaders is not only necessary, but it truly is a pleasure. I hope to continue my passion of promoting public education in a stronger leadership role.”

[Sabrina Backer - President-Elect Video](#)

### ❖ **David Schaap**

### **Brentwood Borough School District**

David Schaap has been a school board director for the Brentwood Borough School District for 15 years. He is president and founder of Selah Publishing Co., an internationally known publisher of church music, founded in 1988. Schaap is also organist/choirmaster at Trinity Episcopal Cathedral in Pittsburgh, Pa. His undergraduate studies were at Calvin College in

Grand Rapids, Mich., with a double major in music (composition and arranging) and art (sculpture). Schaap has led workshops, plenaries, hymn festivals, and reading sessions for national and regional meetings throughout the United States.

As a representative of Brentwood's School Board, Schaap has served on the board of directors for Steel Center Career and Technical School for 14 years and the Mon Valley Area Special School District for 14 years and most of that as president. The last five years, Schaap has been an elected member of the Allegheny Intermediate Unit, serving as treasurer, vice-president, and is in his second term as president. Schaap served on the PSBA effective governance committee that rewrote the current “Principles for Governance and Leadership”; PSBA Policy committee in 2016; served as assistant PSBA regional director starting in 2010 until positions were re-configured; has been PSBA liaison for Brentwood Borough School District for most of his 15-year tenure; and presented a workshop at the 2019 PSBA Leadership Conference (“Charting the Course: A VIP Event for Brentwood Borough School District”). Schaap has attended over a dozen annual School Leadership conferences, participated in many PSBA delegate assemblies, attended several PSBA legislative forums, and completed his required school director training through PSBA.

Schaap is married to Virginia, a musician and educator, and his three children graduated from Brentwood Borough High School. His youngest child is finishing up his undergraduate studies to become an elementary school teacher.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I have worked with both large and small school districts and large and small budgets with the four school boards I serve. I always work to understand the history, the challenges, and the successes, and do the research and ask questions to be prepared for the meetings. I push to focus on the long-term health of each organization, challenging them to thoughtfully plan for the future. I would do no less as President-Elect of the PSBA and I will show up and do the work. It would be my honor to serve as your President-Elect.”

[David Schaap - President-Elect Video](#)

## **Vice President**

### **❖ Allison Mathis\***

### **North Hills School District**

Allison Mathis was elected to the North Hills School District Board of Education in 2017 and has served as Board President since December of 2019. She has also chaired the school district’s Education Committee. Allison has two school aged children, is a former PTA President and an

active parent volunteer. Her professional background is in project management and communications.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“When first elected to North Hills School Board, my colleague, a long-serving board member, immediately advised me to learn about PSBA. She discussed the valuable resources and programs that PSBA offers and how my involvement would contribute to my growth as a new board member. This was probably the best advice she could have offered me. As a result, I have utilized and appreciated the resources and services from PSBA, particularly during the pandemic. I truly believe that the support, education, and camaraderie provided by PSBA has made me a better board member and a better leader.

I currently serve as a Sectional Advisor and would love the opportunity to expand my involvement by serving on the governing board as vice president. I am a dedicated school board member and exhibit professionalism in all circumstances. I would bring this dedication and professionalism to my role on the governing board. I would be a strong representative of PSBA and champion your mission, vision, and values.

I apply for this role with no specific agenda, but for to further expand my advocacy for public education, and my involvement in your organization. It would be my honor to represent the Association.”

[Allison Mathis - Vice President Video](#)

## **East Zone Representative**

### **❖ Edward Brown\***

### **Upper Darby School District**

Ed Brown has served on the Upper Darby School Board since 2017. From Vice-President in his first two years, he is now the President of the board. He is very active in his local community and currently acts as the Business Manager for a local non-profit organization he helped start. This organization provides free technology courses to the community, and back to school items for children.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I wish to serve in this position since I think that it gives me another opportunity to serve students and families albeit in a different way. Ultimately, I see this leadership role as another



way to provide the best possible education to children advocating and attempting to meet their needs big and small. This role also would allow me to communicate, collaborate, and learn from my colleagues in other Districts and benefit from the many different perspectives and viewpoints all trying to accomplish the same goals.

If I am selected to serve in this capacity, I hope to retain the standard of excellence that my predecessor brought to the role in terms of communication and service. I believe that the role has specific expectations so my plan would be to honor the integrity of the role but also use my creativity and add a few new ideas to make it even better by enhancing it. Based on my observation, PSBA representatives at all levels represent caring, passionate advocates who singular focus is on providing quality, fair, and equitable educational opportunities for students. I would be honored to join those ranks as the East Zone Representative.”

(No video available)

## **Section 7 Advisor**

### **❖ Justin Warren\***

### **Central Dauphin School District**

Justin Warren is a passionate community leader. He currently serves as Vice President of the Central Dauphin School Board and is acting Section 7 Advisor. During his first term in office, Justin has spearheaded several major initiatives within his district including the construction of a new elementary school, the selection of both a new Superintendent and Assistant Superintendent, and as Technology Chair, he has worked side by side with School Administration to evolve into a 1:1 device to student district.

Professionally, Warren is a career telecom & IT business executive providing both fiber & cloud infrastructure. Justin resides in the Harrisburg area and is the proud father of two college students, Victoria & Nigel.

[Justin Warren - Section 7 Advisor Video](#)

- \* Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Section 300 – Policy 303)

## PSBA Insurance Trust Trustees

Member entities also are asked to vote for open trustee positions on the PSBA Insurance Trust board. There are currently three seats open and three candidates. A member school entity can vote for up to three individuals. PSBA Insurance Trust provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance Trust programs and are eligible to vote.

### **Trustee (term ends Dec. 31, 2024)**

*Choose up to three candidates for a 3-year term.*

- Richard Frerichs
- William LaCoff
- Nathan Mains

## School Board Secretaries Forum Steering Committee

*\*School Board Secretary vote only\**

### **Forum Steering Committee (term ends Dec. 31, 2023)**

*Choose up to three incumbents for a 2-year term*

#### **❖ Jennifer Davidson**

#### **Manheim Township School District**

Jennifer Davidson has been a School Board Secretary and an Executive to the Superintendent for a combined 12 years. Seven years at Manheim Central School District, and currently seven years at Manheim Township School District in Lancaster County with a student population of 5,800. Career highlights include a focus in event planning, governance, and employee relations training, in addition to board secretary responsibilities.

#### **❖ Deana Lancenese**

#### **Palisades School District**

Deana is the Secretary to the Superintendent for the Palisades School District, and a Board Member for the Advocates of the Homeless of Upper Bucks County. Prior to being employed by the school district, Deana held a management role within a financial institution, and an administrative role at her church.

#### **❖ Bethanne Zeigler**

#### **Shikellamy School District**

Beth currently serves as Chairman to PSBA Board Secretaries Forum Steering Committee. She works in the Shikellamy School District as the Board Secretary, as well as the Secretary to the

Superintendent/Supervisor of Educational Secretaries. Beth has been an active member of the executive committee since 2007. She served as President in 2013 and as Vice President in 2012, and 2017. Beth has presented at state conferences on various topics related to board meetings, minutes, as well as organization, time management, and health and wellness. In addition to her duties at Shikellamy, she is a Board Member of Sunbury Revitalization, Inc. Beth is extremely active within her community, and is married with three children.

**❖ Jaime Lynn Zimerofsky                      Schuylkill IU 29**

Beth currently serves as Chairman to PSBA Board Secretaries Forum Steering Committee. She works in the Shikellamy School District as the Board Secretary, as well as the Secretary to the Superintendent/Supervisor of Educational Secretaries. Beth has been an active member of the executive committee since 2007. She served as President in 2013 and as Vice President in 2012, and 2017. Beth has presented at state conferences on various topics related to board meetings, minutes, as well as organization, time management, and health and wellness. In addition to her duties at Shikellamy, she is a Board Member of Sunbury Revitalization, Inc. Beth is extremely active within her community, and is married with three children.

Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1
Status	Second Reading

### **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 Public Safety Supervisor, 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.[\[1\]](#)

### **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.[\[2\]](#)

**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.[\[3\]](#)

**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 Public Safety Supervisor, shall appoint individuals to a district threat assessment team. [\[1\]](#)

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 Public Safety Supervisor and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[\[1\]](#)

The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Superintendent or designee shall develop and implement administrative regulations (see 236.1AG1) to support the threat assessment process.

Legal

1. 24 P.S. 1302-E

2. 24 P.S. 1301-E

3. Pol. 832



Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Second Reading
Adopted	August 1, 2015
Last Reviewed	December 15, 2014

### **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** - ~~any animate or inanimate device, instrument, materials or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.~~ **Weapons the term** shall include but **is** not be limited to any knife, cutting instrument, cutting tool, nunchaku, ~~pepper spray~~, firearm, shotgun, rifle, replica of a weapon, and any **other** tool, instrument or implement capable of inflicting serious bodily injury,. including: metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; or other items fashioned to use, sell, harm threaten or harass students, staff members, parents/guardians, patrons or any other person. [\[1\]](#)[\[2\]](#)

**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**; and **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 and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to **or from** school or a school-sponsored activity 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. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. [\[2\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the

procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

### **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 local law enforcement officials and the district's emergency preparedness plan.[\[10\]](#)[\[11\]](#)[\[12\]](#)

**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. [\[14\]](#) [\[15\]](#)**

### **Guidelines**

**The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)**

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[10\]](#)[\[13\]](#)

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, 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.[\[14\]](#)[\[15\]](#)

### **Transfer Students**

When the school 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.[\[2\]](#)

## Legal

1. [24 P.S. 1301-A](#)
2. [24 P.S. 1317.2](#)
3. [Pol. 218](#)
4. [Pol. 233](#)
5. [22 PA Code 10.23](#)
6. [20 U.S.C. 1400 et seq](#)
7. [Pol. 103.1](#)
8. [Pol. 113.1](#)
9. [Pol. 113.2](#)
10. [Pol. 805.1](#)
11. [24 P.S. 1302.1-A](#)
12. [Pol. 805](#)
13. [24 P.S. 1303-A](#)
14. [18 U.S.C. 921](#)
15. [18 U.S.C. 922](#)
18. [Pa. C.S.A. 912](#)
20. [U.S.C. 7114](#)
20. [U.S.C. 7151](#)
22. [PA Code 10.2](#)
22. [PA Code 10.21](#)
22. [PA Code 10.25](#)
22. [PA Code 403.1](#)
34. [CFR Part 300](#)

Book	Policy Manual
Section	200 Pupils
Title	Terroristic Threats
Code	218.2
Status	Second Reading
Adopted	August 1, 2015
Last Reviewed	December 15, 2014

### **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 such a 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; 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, Board member, 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 local law enforcement, and Board policies.~~[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

~~If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.~~

### **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 local law enforcement officials, and the district's emergency preparedness plan.[7][8][9]

## **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.**

Staff members and students shall be made aware of their responsibility for informing the **threat assessment team** ~~building principal~~ regarding any information or knowledge relevant to a possible or actual terroristic threat.[10]

The ~~building principal~~ **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.** ~~after receiving a report of such a threat.~~

**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 local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**  
[2][6][8][9][10]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[7][11]

**In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**[6][12][13][14][15][16]

**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.**[4][15][17]



## Legal

1. [18 Pa. C.S.A. 2706](#)
2. [22 PA Code 10.23](#)
3. [20 U.S.C. 1400 et seq](#)
4. [Pol. 103.1](#)
5. [Pol. 113.1](#)
6. [Pol. 113.2](#)
7. [Pol. 805.1](#)
8. [24 P.S. 1302.1-A](#)
9. [Pol. 805](#)
10. [22 PA Code 12.2](#)
11. [24 P.S. 1303-A](#)
- [22 PA Code 10.2](#)
- [22 PA Code 10.22](#)
- [22 PA Code 10.25](#)
- [34 CFR Part 300](#)
- [Pol. 000](#)
- [Pol. 233](#)

Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	Second Reading
Adopted	August 1, 2015
Last Revised	May 26, 2021
Prior Revised Dates	3/25/2019

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### **Definitions**

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: [\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: [\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing or aggravated hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

**Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone or ignore any form of hazing.

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

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory 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 hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer and Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

### **Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

**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.**  
[13][14]

### **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy

prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.[\[4\]](#)

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[\[7\]](#)

### Complaint Procedure

A student who believes that they have been subject to hazing, is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form (247AG1), 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 hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

### Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

### Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [\[14\]](#)[\[15\]](#)[\[16\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, 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 local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[20\]](#)[\[21\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[15\]](#)[\[20\]](#)

### 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 hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action, up to and including expulsion.

### Consequences for Violations

#### Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[13\]](#)

#### Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

#### Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[24\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

#### Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)



## Legal

1. [18 Pa. C.S.A. 2802](#)
2. [18 Pa. C.S.A. 2803](#)
3. [18 Pa. C.S.A. 2804](#)
4. [18 Pa. C.S.A. 2808](#)
5. [18 Pa. C.S.A. 2806](#)
6. [18 Pa. C.S.A. 2801](#)
7. [24 P.S. 511](#)
8. [18 Pa. C.S.A. 2301](#)
9. [Pol. 122](#)
10. [Pol. 123](#)
11. [Pol. 103](#)
12. [Pol. 103.1](#)
13. [18 Pa. C.S.A. 2810](#)
14. [22 PA Code 10.2](#)
15. [24 P.S. 1303-A](#)
16. [35 P.S. 780-102](#)
17. [22 PA Code 10.21](#)
18. [22 PA Code 10.22](#)
19. [24 P.S. 1302.1-A](#)
20. [Pol. 805.1](#)
21. [22 PA Code 10.25](#)
22. [Pol. 218](#)
23. [Pol. 233](#)
24. [Pol. 317](#)
- [18 Pa. C.S.A. 2801 et seq](#)
- [22 PA Code 10.23](#)
- [Pol. 113.1](#)
- [Pol. 916](#)

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Second Reading
Adopted	August 1, 2015
Last Revised	May 26, 2021
Prior Revised Dates	3/25/2019

### **Purpose**

The district recognizes that bullying and intimidation have a negative effect on the learning environment. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has a right to an education and to be safe in and around school.

### **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 and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.[\[1\]](#)

**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 have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form (249AG1), 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 shall 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.**  
[\[2\]](#)[\[3\]](#)

#### Title IX Sexual Harassment and Other Discrimination

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 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 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 as well as the incidents of alleged bullying.[\[2\]](#)[\[3\]](#)

#### 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 up to and including expulsion.

#### **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 his/her 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 information required by law on the Safe School Report, or the current required documentation.[\[1\]](#)

#### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[4\]](#)[\[5\]](#)

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. It shall be reviewed with students at least once every school year.[\[1\]](#)

#### Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

#### Consequences for Violations

Students found to have bullied others shall be subject to the consequences set forth in applicable Board policy, consistent with the Code of Student Conduct/Disciplinary Action Schedule. Students may also be subject to counseling.[\[1\]](#)<sup>[7]</sup>

Depending on the severity of the incident, the principal or his/her designee may also take appropriate steps to ensure student safety. These may include, but are not limited to: implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement, if appropriate, in the principal's or designee's sole discretion; and developing a supervision plan with parents/guardians.

Legal

[1. 24 P.S. 1303.1-A](#)

2. Pol. 103

3. Pol. 103.1

[4. 22 PA Code 12.3](#)

5. Pol. 218

[6. 20 U.S.C. 7118](#)

[7. 24 P.S. 1302-A](#)

8. Pol. 236

Pol. 000

Pol. 113.1

Pol. 233

Book	Policy Manual
Section	200 Pupils
Title	Home Access to the Internet
Code	252AG4
Status	Second Reading

### Purpose

The increased reliance on Internet access for the delivery of instructional content and assignments to reinforce in-school learning necessitates connectivity to the students' homes. Equity includes equity of access to district resources whether for homework or participation in cyber and blended courses. Therefore, the district will implement strategies to ensure that all students can be connected to online district resources from home after school hours with parent or guardian consent.

### Methods of Outreach

The district will conduct periodic home Internet access surveys in English and Spanish.

The district will provide information in English and Spanish in print and digital formats regarding low-cost options with commercial Internet providers to families without broadband Internet access.

The technology department will maintain and support an inventory of mobile broadband hotspot devices or similar solution to provide both short and long-term loan, manage distribution, and provide notice of the availability of these devices.

The technology department will work closely and on an ongoing basis with the pupil services department and social workers to proactively identify and distribute mobile broadband devices or similar devices to students in need, ensuring home access to curricular materials online.



Book	Policy Manual
Section	300 Employees
Title	Staff Acceptable Use of Internet, Computers and Network Resources
Code	352
Status	Second Reading
Adopted	August 1, 2015
Last Revised	March 26, 2018

### **Purpose**

Digital technology has radically changed the way the world communicates and accesses information. The Internet and mobile telecommunications represent powerful educational and productivity resources unlike anything that has preceded them.

The district provides staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For all users, the district-provided computers, Internet and other network resources including accounts and technology licensed by the district must be used for district business or academic purposes.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Definitions**

**Child pornography** - under federal law, child pornography is defined as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under state law, **child pornography** is defined as any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [\[2\]](#)

**Harmful to minors** - under federal law, harmful to minors is defined as any picture, image, graphic image file or other visual depiction that: [\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Under state law, **harmful to minors** is defined as any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if: [\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Incidental personal use** - use of the district's computers, Internet and other network resources by an employee for occasional, personal research and communications.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources, as well as accounts and technology licensed by the district. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. [\[6\]](#)[\[7\]](#)[\[8\]](#)

The purpose of the Acceptable Use Policy is to provide information, not to exclude anyone. However, the district reserves the right to prioritize the use of systems and does not intend to create a First Amendment forum for free expression purposes.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The district may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]](#)[\[4\]](#)[\[9\]](#)

Upon request by staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software for specific websites to enable access to material that is blocked through technology protection measures but is not prohibited by this policy for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering is denied, the requesting staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff and other users about this policy through employee handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to a staff member, upon written request.[\[9\]](#)

Users of district networks or district-owned equipment shall read and understand the provisions of this policy, and be aware that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[11\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for staff to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by minors, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of staff.

The Superintendent or designee shall develop and implement administrative guidelines that ensure that staff members are educated on network etiquette and safe and appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[12\]](#)[\[13\]](#)

Education will be provided through such means as professional development, the district website, and other materials.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Incidental Personal Use**

Incidental personal use shall be permitted for employees, as defined in this policy. Personal use must comply with this policy and all other applicable policies, procedures and rules, as well as ISP, local, state and federal laws, and may not interfere with the employee's job duties and performance, with the system operations, or with other system users.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]](#)[\[11\]](#)

1. Control of access by students to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of students' access to materials harmful to them.

### **Prohibitions**

Staff members are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[\[12\]](#)[\[13\]](#)
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[14]
9. Access by students to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.  
[15]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Staff members shall not reveal their passwords to another individual.
2. Staff members are not to use a computer that has been logged in under another user's name.
3. Any staff member identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. **Staff members will participate in periodic network security awareness training.**

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[15][16]

### District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative guidelines.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

### Consequences for Inappropriate Use

Staff members shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[9]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for conduct and communications apply when using the Internet, in addition to the stipulations of this policy. All network users are responsible for complying with all applicable Board policies, administrative guidelines and regulations, and federal, state and local law while utilizing district equipment, network resources and Internet.[6]

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

**Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [7][8]

### Guest Accounts

Guests, which include, but are not limited to, independent contractors and adult education instructors, may receive an individual account with the approval of the Superintendent or designee, if there is a specific, district-related purpose requiring such access. Use of the CIS systems by a guest shall be specifically limited to the district-related purpose. A signed written agreement will be required prior to access being provided and parent/guardian signature will be required if the guest is a minor.

An open guest network with filtered access to the Internet, but no other network services, may be maintained at the discretion of the Superintendent or designee. Persons accessing the Internet through the open guest network do so at their own risk. The district assumes no responsibility for any damage to the guest's device or charges incurred resulting from connectivity. Guests using the open network agree to all applicable provisions of this policy and other applicable district policies.

Access to all data on, taken from, or compiled using any part of the district's network is subject to inspection and discipline or legal action by the district. District information placed on users' personal computers, networks, Internet, and electronic communications systems is subject to access by the district. The district reserves the right to legally access users' personal equipment for district information. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization; maintain usage logs; and monitor online activity.



## Legal

1. [18 U.S.C. 2256](#)
2. [18 Pa. C.S.A. 6312](#)
3. [20 U.S.C. 6777](#)
4. [47 U.S.C. 254](#)
5. [18 Pa. C.S.A. 5903](#)
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. [24 P.S. 4604](#)
10. [24 P.S. 4610](#)
11. [47 CFR 54.520](#)
12. [24 P.S. 1303.1-A](#)
13. Pol. 249
14. Pol. 237
15. Pol. 814
16. [17 U.S.C. 101 et seq](#)
- [24 P.S. 4601 et seq](#)
- Pol. 103
- Pol. 103.1
- Pol. 104
- Pol. 218.2
- Pol. 220
- Pol. 815.1
- Pol. 815.2
- Pol. 815.3
- Pol. 815.4

Book	Policy Manual
Section	700 Property
Title	Employee Wireless Communication Devices
Code	717
Status	Second Reading
Adopted	August 1, 2015
Last Reviewed	June 22, 2015

### **Purpose**

The Board recognizes that the use of certain wireless communication devices by district personnel may be appropriate and necessary for the purposes of district safety and general welfare, and as a more efficient method of communication in conducting district business. The Board also recognizes the need to provide wireless communication devices to or reimburse expenses related to wireless communication devices for certain district personnel for such purposes, in accordance with established guidelines.

### **Authority**

The Board authorizes the purchase and employee use of wireless communication devices in accordance with this policy.

### **Delegation of Responsibility**

The Board directs the Superintendent or his/her designee to enforce this policy to regulate the use of wireless communication devices, including but not limited to cellular telephones with options including voice, text, and data.

The business office shall coordinate the monitoring of the wireless communications costs. Supervisors shall be responsible for their employees' compliance with this policy.

### **Guidelines**

The guidelines for employee use of wireless communication devices shall minimize costs to the district.

The issuance of a wireless communication device or stipend shall be subject to prior approval of the Superintendent or his/her designee.

The following considerations shall apply when determining whether wireless communication devices are necessary, along with the type of devices and services:

1. Issuance of devices will promote communication in emergency circumstances.
2. Employees' job responsibilities require their presence outside of their office areas.

3. There is a high expectation for other members of the district to be able to regularly contact employees at times other than regular business hours.
4. Other less expensive and as effective means of communication are not available including a pager, radio or standard telephone equipment.
5. There shall be no personal use of the device.

For employees who have job-related responsibilities requiring wireless communication devices, the district shall issue wireless communication devices to employees. The district-issued wireless communication devices shall be utilized only for work-related purposes.

For employees who have job-related responsibilities requiring wireless communication device use, but wish to use their personal devices for work-related responsibilities, a standard stipend amount shall be granted to defray the cost of using their personal devices for district business. The standard stipend amount shall be determined by the Superintendent or his/her designee and shall, in no event, be in excess of the employee's own expense for the wireless communication device.

**Any employee receiving a stipend or using a district-issued device must use the device's built-in passcode or biometric protected access to secure work-related communication.**

Employees whose use of wireless communication devices for district business is infrequent shall not receive stipends or district wireless communication devices. Costs, when appropriate, may be recouped through district reimbursement procedures (i.e., while on out-of-town business for the district).

Employees issued wireless communication devices or stipends shall sign agreement forms regarding their possession of wireless communication devices (717-AG-1) or acceptance of stipends (717-AG-2).

Under no circumstances shall any employee operate a wireless communication device for district business while operating a motor vehicle or other equipment that could cause harm to other or to self.

Misuse or use in violation of Board policy, administrative regulations, or state or federal law of a district-issued wireless communication device may be subject to disciplinary action.[2]

District personnel entrusted with district-provided wireless communication devices shall be responsible for the safety and security of such devices. All such equipment must be returned to the district upon separation from employment, suspension, leave of absence or upon the request of the district. Ordinary repairs or replacement of equipment shall be paid by the district; however, district personnel shall be responsible for repairs or replacement caused by their actions or negligence. Defective, lost or stolen wireless communication devices shall be reported immediately to the business office.

Employees shall not loan or allow the use of their district-issued wireless communication devices by others.

Employees shall not contract with other carriers for their district-issued wireless communication devices.

An open enrollment for wireless communication devices and/or stipends for qualified employees shall occur once a year at a time determined by the Superintendent or his/her designee. The Superintendent or his/her designee will develop an application procedure.

Tax treatment of district-issued wireless communication devices and stipends shall be in compliance with IRS regulations.

Legal

2. Pol. 317

[26 U.S.C. 1 et seq](#)

Pol. 000

Pol. 624

Book	Policy Manual
Section	900 Community
Title	School Volunteers
Code	916
Status	Second Reading
Adopted	August 1, 2015
Last Revised	November 23, 2015
Last Reviewed	November 23, 2015

### **Purpose**

The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic, and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

### **Authority**

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff. [\[1\]](#)

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, **handicap**/disability, age, sex, sexual orientation, **gender identity**, or national origin in the school environment and all district programs for volunteers. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

**The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.** [\[1\]](#)

**All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.** [\[7\]](#)

### **Definitions**

**~~Volunteer~~** — ~~an individual who voluntarily offers and provides a service to the district without receiving compensation.~~

**~~Single-Event Volunteer~~** — ~~an individual who voluntarily provides a service to the district, without compensation, for a single event which will be completed in one (1) to three (3) school days.~~

**~~Short-Term Volunteer~~** — ~~an individual who voluntarily provides a service to the district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during the school year.~~

**Long-Term Volunteer**—an individual who voluntarily provides a service to the district, without compensation, from time to time throughout the entire school year. Service does not have to be performed on consecutive days; the intent, however, is to use the volunteer over a period of time exceeding two (2) weeks throughout the school year.

**Limited Contact Volunteer**—any individual who voluntarily provides a service to the district, without compensation, and who works directly under the supervision and direction of a teacher or administrator employed by the district. These individuals do not have direct volunteer contact with students.

**Direct Contact Volunteer**—any individual who voluntarily provides a service to the district, without compensation, and who while working under the general direction and supervision of a teacher, administrator, coach, or student activity sponsor employed by the district, may, from time to time, have or may be reasonably expected to have direct volunteer contact with students.

**Direct Volunteer Contact**—the care, supervision, guidance, or control of children and routine interaction with children.

**Routine Interaction**—regular and repeated contact that is integral to the person's volunteer responsibilities.

**The following words and phrases, when used in this policy, shall have the meaning given to them in this section:**

**Adult** - an individual eighteen (18) years of age or older.[\[8\]](#)

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[9\]](#)[\[10\]](#)

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[\[11\]](#)

**Volunteer** – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[\[10\]](#)

### **Delegation of Responsibility**

In order to assure the proper support for volunteer programs of the district, the following minimum requirements shall apply:

1. Each building principal or his/her designee who uses volunteers shall be responsible for: supervising the dissemination and procurement of volunteer applications and clearances; reviewing the applications and clearances; maintaining a file of applications and clearances; and recruiting and selecting volunteers in accordance with the needs of the building.
2. Each building principal or his/her designee who uses volunteers in any capacity shall be responsible for training volunteers to perform the specific duties associated with their assignments. The Athletic Director shall be responsible for ensuring all volunteers serving as coaches receive appropriate training to perform the duties associated with their assignment.
3. The building principal or his/her designee shall assume general authority and responsibility for all volunteers serving at that building. The Athletic Director shall share this general authority and



~~responsibility for all volunteers serving as coaches.~~

- ~~4. Each building principal or his/her designee shall be responsible for terminating the services of any volunteer who violates Board policy, school rules or guidelines or whose presence and/or actions are deemed to constitute a danger or threat to the district, the school, the students, and/or the school's personnel. The building principal and/or his/her designee shall inform the Superintendent in a timely manner of the termination of any volunteer. The Athletic Director shall have the same responsibility over volunteers serving as coaches and shall immediately report any termination to the building principal.~~

**The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.**

**At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.**

**The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.**

### **Guidelines**

#### **General Requirements**

The following general requirements shall apply to all volunteers:

1. Under no circumstances shall a volunteer be considered an employee of the district.
2. A volunteer shall receive no wages or benefits for the performance of volunteer services.
3. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason or no reason.
4. Volunteers shall not be asked to assume the professional responsibilities of school staff. Volunteers may provide assistance under the direction of a staff member.
5. Volunteers shall not have access to or handle any materials of a personal or confidential nature, unless the volunteer is a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
6. Volunteers shall exhibit behaviors considered appropriate for interaction with district students, staff, other volunteers and the public while performing volunteer functions. These behaviors include, but are not limited to:
  - a. Maintaining a warm, caring, student-centered attitude.
  - b. Respecting the roles of school employees.
  - c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school.
  - d. Following Board policies and district rules, including the directions of the building principal and employees to whom they are assigned.
7. Volunteers shall meet any standard which may be established by federal, state or local government, or by the Board and/or administration. The volunteer shall agree to be bound by all

applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees and support staff.

8. Volunteers shall not use tobacco, alcohol or controlled substances, or be under the influence of alcohol or controlled substances while serving as a school volunteer, including volunteer service that takes place outside of district property.
9. Volunteers shall not administer student discipline. The exception shall be a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
10. Volunteers shall not administer first aid, except in the case of an emergency. The exception shall be a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
11. ~~All volunteers shall be issued a district identification badge which identifies the holder as an approved volunteer. Volunteers shall be required to wear and display such identification badges at all times while providing services to the district.~~
12. **11.** No volunteer shall be requested or required to transport students in district and/or personal vehicles as part of his/her volunteer duties. Any volunteer who violates this section shall be wholly responsible for liability.
13. **12.** Except as set forth above, the Board shall provide authorized volunteers with liability coverage as provided for employees of the district, to cover them while acting within the scope of their volunteer service.
14. **13.** Volunteers shall comply with the legally mandated employee requirements and procedures for criminal history/child abuse/Raptor (or other such building level security program as may exist) reports or certifications as set forth in this policy or as may be required by law. **In addition, volunteers shall complete the building level security program annually, to the extent it may be in existence.** If, under pertinent laws or regulations, his/her criminal history/child abuse/Raptor (or other such building level security program as may exist) report or certifications **or building level security program results** would preclude him/her from being hired as an employee, that person may not serve as a volunteer. However, the district may deny an application to a volunteer based upon the existence of a conviction of any criminal offense deemed by the district to preclude voluntary service to the district.[\[2\]](#)[\[3\]](#)

#### Application and Clearances **Certifications**

Each volunteer shall complete a standard application, which shall be maintained in the building's files. ~~As part of that application, each applicant shall complete a Raptor scan, or other such building level security program as may exist.~~

All volunteers shall be approved by the appropriate building principal. The building principal shall maintain a record of the names, a brief description of the services performed, Raptor (or other such building level security program (as may **then be in existence**) results, and clearances **certifications** submitted for all volunteers in his/her respective building. The Athletic Director shall maintain the same information for volunteers serving as coaches. The record shall be maintained for a period of five (5) years.[\[2\]](#)[\[3\]](#)

Prior to the approval of any volunteer serving as a coach, the Athletic Director shall consider the impact of the approval on the district's Title IX compliance obligations.

~~Volunteers, as categorized, must acquire and/or submit the following:~~

	Limited Contact	Direct Contact
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	<b>Raptor (or other such building level security program as may exist)</b>	<b>Clearances</b>	<b>Raptor (or other such building level security program as may exist)</b>	<b>Clearances</b>
<b>Single Event</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Short-Term</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Long-Term</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

Prior to the start of volunteer service, ~~direct contact volunteers must submit to the district for review and verification: (1) original Criminal History Report from the Pennsylvania State Police; (2) original Child Abuse History Clearance from the Pennsylvania Department of Welfare; and (3) an original federal criminal history report or if eligible, a disclosure statement application~~ **original copies of all certifications and complete the building level security program (as may then be in existence).**  
[2][3]

See 916AG1 Summary of Clearance **Certification** Requirements for Adult Volunteers Working with Children

~~All non-parent volunteers must complete, sign, and submit 916AG2 Non-Parent Volunteer Disclosure Form.~~

All required ~~criminal history reports and child abuse clearances~~ **certifications** shall be provided in the form and manner proscribed by law and must not be dated more than one (1) year prior to the date of the approval by the appropriate administration official designated in this policy.[2][3]

Once obtained, ~~direct contact volunteers shall only be required to resubmit criminal history reports and clearances~~ **certifications** every five (5) years, unless the ~~direct contact volunteer has a break in service due to unenrollment in the district. A return to service after a break in service due to unenrollment shall require the submission of new reports/clearances~~ **certifications** even if five (5) years has not elapsed. All volunteers shall be required to complete a ~~Raptor scan annually, or other such building level security program~~ **(as may then be in existence)**.

**Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.**[14][15]

**All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.**[16][17]

All volunteers shall be required to report to the building principal within one (1) business day or earlier as required by law any arrest or conviction of an offense under Section 111(e) or being named as a perpetrator in a founded or indicated report of child abuse that occurs after submission of the required **certifications** ~~clearances or Raptor scan (or other such building level security program~~ **(as may then be in existence)**. The PDE Form 6004 (Arrest or Conviction Report) or other district-provided form shall be used to report these arrests or convictions to the building principal. The building principal shall immediately advise the Superintendent of receipt of such a form.[2]

~~Clearances~~ **Certifications** shall be obtained at the cost of the volunteer.

For district employees who volunteer, the ~~clearances~~ **certifications**/tests necessary for their employment shall be sufficient for their service as a volunteer.[2][3][5][6][7][8]

~~No individual will be approved to serve as a volunteer if the Raptor scan (or other such building level security program as may exist), criminal history reports or child abuse reports/clearances required by~~

~~this policy evidence an offense which would preclude such an individual from being employed in a Pennsylvania public school.~~

### Overnight Volunteers

~~Any volunteer who wishes to participate in any overnight field trip shall be required to submit: (1) original Criminal History Report from the Pennsylvania State Police; (2) original Child Abuse History Clearance from the Pennsylvania Department of Welfare; and (3) an original federal criminal history report or if eligible, a disclosure statement application, as well as submit to a Raptor scan, or other such building level security program as may exist. The clearances already submitted by direct contact volunteers shall be sufficient to meet this requirement.~~[\[2\]](#)[\[3\]](#)

~~For district employees who volunteer, the clearances/tests necessary for their employment shall be sufficient for their service as a volunteer.~~[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### Volunteers Serving in Excess of Ten (10) Hours Per Week

~~Volunteers shall undergo a tuberculosis examination, at their own expense, in accordance with this policy and the regulations of the Pennsylvania Department of Health.~~[\[9\]](#)[\[10\]](#)

~~Prior to the start of service, any volunteer who serves more than then (10) hours per week/per event with the same students, on or off campus, shall undergo a tuberculosis examination administered in accordance with the regulations of the Pennsylvania Department of Health. The test submitted shall have been obtained within the three (3) months prior to the application. Once submitted, volunteers shall not be required to obtain a test in a subsequent school year unless required by regulation.~~[\[9\]](#)[\[10\]](#)

### Unique Circumstances

The district recognizes that not all factual scenarios have been accounted for under this policy. For this reason, the Superintendent, the Director of Elementary Education and/or **Assistant Superintendent** ~~Director of Secondary Education~~ may determine health or other child safety standards, on a case-by-case basis, for situations not falling directly under this policy or as necessary for the continuation of district operations/programs. Under no circumstances shall the Raptor scan ~~(or other such building level security program~~ (as may **then be in existence**) requirement be waived.

#### Legal

1. 24 P.S. 510
2. 24 P.S. 111
3. 23 Pa. C.S.A. 6301 et seq
5. Pol. 304
6. Pol. 305
7. Pol. 306
8. Pol. 307
9. 24 P.S. 1418
10. 28 PA Code 23.44
- 22 PA Code 8.1 et seq
- Pol. 907

Book	Policy Manual
Section	900 Community
Title	Non-Parent Volunteer Disclosure Form
Code	916AG2 to be retired
Status	Second Reading
Adopted	October 26, 2015
Last Revised	October 26, 2015

Please open, print and complete the attached form.



[916AG2 Non-Parent Volunteer Disclosure Form.pdf \(23 KB\)](#)