

# March Board Meeting Agenda Items:

## **Secretary and Financial Reports:**

Approval of the Minutes recorded for the Monday, February 12, 2017 Board Work Session and the Tuesday, February 20, 2018, Board Business Meeting.

**APPROVED 03/27/18**

Approval of the official financial reports and to pay the bills for March 2018.

**APPROVED 03/27/18**

## **Old Business**

### **District Policies:**

**Final approval** on the following amended policies for the Board Policy Manual:  
**Policy #249 – Bullying/Cyber bullying (attachment 1).**

**APPROVED 03/27/18**

\*Board Policies are available on our Board Docs website: [BASD Policy](#).

## **New Business**

**Personnel:** *(All employees and volunteers under the personnel section are Being hired pending receipt of proper clearances and compliance with Act 168 regulations.)*

### **Extra Duty/Extra Pay Personnel/Fund Raisers:**

#### **Bedford Middle School**

Approval of **Jason Cornelius** as ½ Jr. High Assistant Baseball Coach.

**APPROVED 03/27/18**

Approval of **Jason Brown** as ½ Jr. High Assistant Baseball Coach.

**APPROVED 03/27/18**

Approval of the following individuals as **Jr. High Baseball Volunteer coaches:**

**Wes Swaim, Caleb Stickel, Rylan Schnably and David Gresh.**

**APPROVED 03/27/18**

#### **Bedford High School**

Approval to **accept the resignation of Mr. Brian Creps as Head Varsity Wrestling Coach at BHS.**

**APPROVED 03/27/18**

Approval for the **PA Junior Classical League** to **attend state conference** in State College May 25-27, 2018.

**APPROVED 03/27/18**

Approval for **BHS Football** to **attend team camp** at Clarion University August 2-4, 2018.

**APPROVED 03/27/18**

Approval for **Mrs. Casey Cover** to be hired for **Cheerleading Coach, Position #1.**

**APPROVED 03/27/18**

Permission for **Indoor Guard** to **sell Marianna's Hoagies.**

**APPROVED 03/27/18**

Approval for **John Marshall** to be approved as a **BHS Track Coach, position #5.** He was previously approved as a volunteer.

**APPROVED 03/27/18**

Approval for **BOTS IQ** to **compete at National Robotics League finals** May 18-19, 2018, at California University of Pennsylvania.

**APPROVED 03/27/18**

Approval for **Indoor Guard** to **compete in Wildwood, NJ** May 3-6, 2018.

**APPROVED 03/27/18**

Approval of **Mr. Mike Kline** as a **volunteer Baseball Coach.**

**APPROVED 03/27/18**

## **Policies:**

**Tentative approval on the following amended policies** for the Board Policy Manual:

- Policy #808 – Food Services (attachment 2).  
**APPROVED 03/27/18**
- Policy #819 – Suicide Awareness, Prevention, and Response (attachment 3).  
**APPROVED 03/27/18**
- Policy #907 – School Visitors (attachment 4).  
**APPROVED 03/27/18**

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

Approval for **Louisa Jo Obrien as a student transport driver** for Helsel Transportation and the Bedford Area School District.

**APPROVED 03/27/18**

Approval for **Malorie Price to be a student transport driver** for Helsel Transportation and the Bedford Area School District.

**APPROVED 03/27/18**

## **Food Services:**

Approval of **Heather Zelanko as a Food Services Substitute** for the 2017-2018 school year.

**APPROVED 03/27/18**

## **Additional New Business:**

Approval for the **Bedford High School Gymnasium to serve as the relocation facility** as part of the **Bedford United Methodist Church Daycare's Emergency Plan of Action.**

**APPROVED 03/27/18**

Approval of the **Appalachia Intermediate Unit 8 2018-2019 General Operating Budget.**

**APPROVED 03/27/18**



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Number	249
Status	Second Reading
Legal	<ul style="list-style-type: none"><li>1. 24 P.S. 1303.1-A</li><li>2. 47 U.S.C. 254</li><li>3. Pol. 815</li><li>4. 22 PA Code 12.3</li><li>5. Pol. 218</li><li>6. 24 P.S. 1302-A</li><li>8. Pol. 236</li><li>9. Pol. 233</li><li>Pol. 000</li><li>Pol. 103</li></ul>
Adopted	December 8, 2008
Last Revised	May 19, 2015

### **Purpose**

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

### **Definitions**

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

### **Authority**

The Board prohibits all forms of bullying by district students.[\[1\]](#)

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

### **Delegation of Responsibility**

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

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

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

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

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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

The Superintendent or designee shall develop and implement administrative regulations that ensure students are provided instruction at every grade level on network etiquette and other appropriate online behavior, including:[\[2\]](#)[\[3\]](#)

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

### **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.

### **Education**

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

### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[5\]](#)[\[9\]](#)

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

Last Modified by Casey Cover on March 15, 2018



Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	First Reading

## Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
29. 7 CFR 210.15
30. 7 CFR 220.7
31. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

Last Revised

October 17, 2017

Last Reviewed

October 17, 2017

## **Purpose**



The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

### **Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[\[11\]](#)[\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[4\]](#)[\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]](#)[\[14\]](#)

### **Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the Food Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor. [\[3\]](#)[\[4\]](#)

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[11\]](#)

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[19\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.

3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[\[4\]](#)

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[\[4\]](#)

#### Free/Reduced-Price **School** Meals and Free Milk

The district shall provide free and reduced-price **school** meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[\[20\]](#)[\[21\]](#)

**The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:**[\[20\]](#)[\[21\]](#)

1. **At or around the beginning of the school year.**
2. **Three (3) months after the initial effort.**
3. **Six (6) months after the initial effort.**

**The district may also conduct direct certification on a weekly or monthly basis.**

#### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

#### School Meal **Service** and Accounts

To ensure the effective operation of the district's food service program **and delivery of school food program meals to students**, the district **shall**:

1. Assign individual **school meal** accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's **school meal** account reaches a low balance.
3. Notify parents/guardians when the student's **school meal** account reaches a negative balance. The notice shall include **information on payment options**.
4. **Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.**[\[3\]](#)

**When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply**

for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21]

When there is a negative balance of \$25.00 and less than \$50.00, the district will send a letter via first class mail to the parents/guardians attempting to resolve the outstanding debt via payment in full or payment plan.

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.[3]

The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

District schools shall be prohibited from:[3]

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding **school meal charges and school meal accounts** shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative **school meal account** balance.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

#### Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

**The district may use a debt collector for debts over \$50. In this case, the district will first send a certified letter to the parents/guardians informing them of the outstanding debt and attempt to arrange a payment plan to resolve the debt. If parents/guardians do not respond to the letter and/or come to agreement with the district about a payment plan, the district will send the total outstanding debt including any debt accumulated after the initial \$50.00 to a debt collector for collection.**

#### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

#### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[\[6\]](#)[\[7\]](#)[\[18\]](#)[\[29\]](#)

#### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[\[16\]](#)[\[17\]](#)[\[30\]](#)

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

#### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[\[8\]](#)[\[10\]](#)[\[16\]](#)

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[\[17\]](#)[\[30\]](#)[\[31\]](#)

#### NOTES:

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

Summer Food Service – 42 U.S.C. Sec. 1751 et seq  
7 CFR Part 225

**PSBA Revision 12/17 © 2017 PSBA**

808-Attach.doc (44 KB)

Last Modified by Casey Cover on March 7, 2018



Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Number	819
Status	First Reading
Legal	1. 24 P.S. 1526 2. Pol. 103 3. Pol. 103.1 4. Pol. 249 5. Pol. 806 6. Pol. 333 7. 22 PA Code 12.12 8. Pol. 207 9. Pol. 216 10. Pol. 236 11. Pol. 113 12. Pol. 113.2 13. Pol. 113.3 14. Pol. 114 15. Pol. 117 16. Pol. 204 Pol. 146 Pol. 805 Pol. 911
Last Revised	July 16, 2015
Last Reviewed	July 16, 2015

### **Purpose**

The Board is committed to protecting the health, safety and welfare of its students and the school community. This policy supports **the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Authority**

**The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

**The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.**[\[1\]](#)

### **Definition**

**Behavioral health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.**

### **Guidelines**

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

## **SUICIDE AWARENESS AND PREVENTION EDUCATION** [\[1\]](#)

### **Protocols for Administration of Student Education**

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources.

Lessons shall:

1. Contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.
2. **Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.**
3. **Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.**
4. **Be conducted in the classroom, not as a large group assembly.**

### **Protocols for Administration of Employee Education**

All district employees, including but not limited to **administrators, teachers, paraprofessionals, secretaries, coaches, bus drivers, custodians and cafeteria workers**, shall receive information **about** risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide **awareness and** prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in **a minimum of** four (4) hours of youth suicide awareness and prevention training every five (5) years.[\[1\]](#)[\[6\]](#)

**The district's professional development plan also includes similar training for professional educators in grades K-5.**

Additional professional development in **suicide risk screening and/or** assessment and crisis intervention shall be provided to **specialized staff and school behavioral health professionals such as school crisis response/intervention team members, designated administrators, school counselors, school psychologists, school social workers and** school nurses.

### **Resources for Parents/Guardians**

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local **behavioral health resources**.

## **METHODS OF PREVENTION [1]**

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

**In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.**[2][8][9][10]

### Suicide Prevention Coordinators

#### *District-Wide –*

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

#### *Building Level –*

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

### Early Identification Procedures

Early identification of individuals with **suicide** risk factors or warning signs is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about **suicide** risk factors and warning signs.

**Suicide risk factors** refer to personal or environmental characteristics that are associated with suicide.

**Warning signs** are **evidence-based indicators** that someone may be in danger of suicide, either immediately or in the near future.

### Referral Procedures

Any district employee who **observes a student exhibiting a warning sign for suicide or** has **another** indication that a student may be contemplating suicide, shall refer the student for **suicide risk screening and/or** assessment and intervention **in accordance with district procedures**.

**In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the school counselor for support and follow-up.**

### Documentation

The district shall document the reasons for referral, including specific warning signs and **suicide** risk factors identified as indications that the student may be at risk.

## **METHODS OF INTERVENTION [1]**

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and suicide **death**. Suicide intervention procedures shall address the development of **a** safety plan for students identified as being at increased risk of suicide.

#### Procedures for Students at Risk

A district-approved suicide **risk screening or** assessment **tool** may be used by trained **behavioral** health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school **and informed of crisis and community resources**. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[5]

The district shall identify **behavioral** health service providers to whom students can be referred for further **suicide risk screening and/or** assessment and assistance.

**Behavioral health service providers** – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community **behavioral** health centers, psychiatrists, psychologists, social workers and primary care providers.

**If the student is identified as being at increased risk of suicide**, the district shall create **a new, or update a previous**, safety plan to support the student and the student's family. **The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.**

#### Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

#### Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, **suicide risk screening and/or** assessment **and follow-up**, including verbal and written communications with students, parents/guardians and **behavioral** health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

### **METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE DEATH [1]**

**The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.**

#### Response to Suicide Attempt

**Methods** of response to a suicide attempt utilized by the district include, but are not limited to:

1. Determining the roles and responsibilities of each crisis response team member.



2. Notifying students, employees and parents/guardians.
3. Working with families.
4. Responding appropriately to the media.
5. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a **suicide** attempt on school grounds or during a school-sponsored event.

#### Re-Entry Procedures

A student's excusal from school attendance after a **behavioral** health crisis and the student's return to school shall be consistent with state and federal laws and regulations.[3][11][12][13][15][16]

**Prior to a student returning to school** after a **behavioral** health crisis, a district-employed **behavioral** health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school **and to create an individual re-entry plan.**

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside **behavioral** health care providers, **request written documentation from the treating facility and encourage their involvement in the re-entry meeting.**

The designated district employee will periodically check in, as needed, with the student to **monitor the student's progress**, facilitate the transition back into the school community and address any concerns.

**Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.** [3][11][12][13][14]

#### Response to Suicide (Postvention)

**Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The district will review any requests for memorials in accordance with district procedures.**

**The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death. Please see the district's bereavement procedures.**

### **REPORT PROCEDURES [1]**

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and **behavioral** health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district **behavioral** health professionals and school nurses.

## **SUICIDE AWARENESS AND PREVENTION RESOURCES\_[1]**

### ***National:***

- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: **TEXT 741-741** or visit <http://www.crisistextline.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools  
<https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

### ***Pennsylvania:***

- [List of Crisis Intervention contact information by county](#)
- [List of County CASSP and Children's Behavioral Health Contact Persons](#)
- [County Task Force Resources](#): By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

## **National and State Organizations**

### ***National:***

- American Association of Suicidology (AAS): <http://www.suicidology.org/>
- American Foundation for Suicide Prevention (AFSP): <https://www.afsp.org/>
- Suicide Prevention Resource Center (SPRC): <http://www.sprc.org/>

### ***Pennsylvania:***

- Prevent Suicide PA: <http://www.preventsuicidepa.org/>
- Jana Marie Foundation: <http://www.janamariefoundation.org/>
- Aevidum: <http://aevidum.com/cms/>
- Services for Teens at Risk (STAR-Center)  
<https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx>
- Pennsylvania Department of Education [www.education.state.pa.us](http://www.education.state.pa.us)

## **PSBA Revision 9/17 © 2017 PSBA**

Last Modified by Casey Cover on March 7, 2018



Book	Policy Manual
Section	900 Community
Title	School Visitors
Number	907
Status	First Reading
Legal	1. 24 P.S. 510 2. 22 PA Code 14.108 4. Pol. 250 5. 24 P.S. 2402 (Military Uniform)
Adopted	September 21, 1999
Last Revised	February 19, 2014

### **Authority**

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, and interested educators. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

### **Delegation of Responsibility**

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

### **Definitions**

A **visitor** is anyone coming onto and/or entering school property who is not, through employment with the school district, assigned to that particular area.

### **Guidelines**

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school building and/or school property, visitors must register at the office where they will:

1. Sign in and sign out.

2. **Complete a background check via the School Gate Guardian School Visitor System**
3. Receive a badge.
4. Receive instructions.

After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor demonstrate that s/he:

1. Has a visitor's pass.
2. Has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in school without the approval of the principal, assistant principal, or dean of students.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, assistant principal, or dean of students, consistent with Board policies, school rules and federal and state law and regulations.

#### Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[\[1\]](#)[\[2\]](#)

The building principal, assistant principal, dean of students, or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal, assistant principal, dean of students, program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, assistant principal, dean of students, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

#### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[5\]](#)[\[4\]](#)

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

