



# NEWS & NOTES

January/February 2020

## Secretary and Financial Reports:

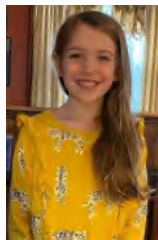
**Approval** of the Minutes recorded for the December 3, 2019 Board Reorganization Meeting, January 13, 2020 Work Session, and January 21, 2020 Board Business Meeting.

**Approval** of the official financial reports and to pay the bills for January 2020 and February 2020

*"If someone is going down the wrong road, he doesn't need motivation to speed him up. What he needs is education to turn him around."*

**Jim Rohn**

## Staff & Student's Making a Difference



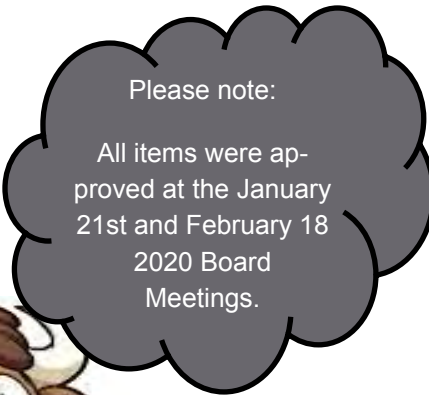
Emslee Leibfreid, a 3<sup>rd</sup> grader at Bedford Elementary, celebrated her 9<sup>th</sup> birthday like every other 9-year-old, with a big party; however, instead of gifts, she asked guests to donate money to BEST in Action for the Veterans lunch we have at Bedford Elementary. She raised \$300 in donations !



Mrs. Ali Imler received a McDonald's "Making Activities Count" grant for the BMS art room. Her grant was written to fund the 8th grade legacy project at the end of the year.



Hailee Taylor has been selected as a state finalist for the Suicide Prevention Poster Contest.



Please note:

All items were approved at the January 21st and February 18 2020 Board Meetings.

## New Business

**Approval** of the revised calendar for the 2019-2020 school year (the only calendar change reflected the snow make-up day on February 14, 2020).

**Approval** of the school calendar for the 2020-2021 school year (**Attachment #4**).

## 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.**

**Approval** to move **Kayley Twigg** from step 8 to step 9 pm the Master's scale, retroactive to her date of hire.

**Approval** of maternity leave for **Beth Toner** beginning approximately January 30, 2020 and returning to work approximately April 20, 2020.

**Approval** to add **Dr. Stephanie Itle-Clark** and **Kristen Kauffman** to the list of PA Certified Substitute Teachers for the Bedford Area School District for the 2019-2020 school year.

**Approval** to add the following to the list of IU08 Emergency Certified Substitute Teachers for the 2019-2020 school year: **Peyton Millea** and **Zachary Rugg**.

**Approval** to accept the letter of retirement from **Mark Pennabaker**, Director of Building and Grounds, and Transportation. Mark has worked with the district for over 17 years!

**Approval** of resignation from **Sherry Dillow**, Instructional Assistant at BHS, effective February 10, 2020.



## Extra Duty/Extra Pay

## Personnel/Fund Raisers

### BE

Approval to accept the resignation of **Elyse Murphy** and **Joanne Bortz** from the General Elementary Committee.

### BHS

**Approval** of the following courses to begin the 2020-2021 school year:

**Fitness Training** (0.5 credits)

**Technology Services** (0.5 credits)

**Approval** of **Dustin Bellinger** as a volunteer for our Mock Team pending receipt of all required paperwork.

**Approval** of **Rodney Berkey** for Musical position 2.

**Approval** of **Stephen Roders** for Musical position 3.

**Approval** for **SADD** to hold fundraiser to benefit the Ronald McDonald House.

**Approval** for the **TSA** to attend the State Competition April 15-18, 2020 at Steven Springs Resort.

**Approval** for **BOTS IQ** to attend overnight **STATE** competition April 24 and 25, 2020 at California University of Pennsylvania.

**Approval** for **BOTS IQ** to attend overnight **NATIONAL** competition May 16, 2020 at California University of Pennsylvania.



## **21st Century**

**Approval of Alaina McMullen** an Instructional Assistant for the **After 3 program**.

**Approval of Julie Rininger** as an aide and tutor for the **After 3 Program at BMS**.

## **Bedford Athletics**

### **2019-2020 Bedford Area SD Spring Sports Coaches and Volunteers**

#### **Varsity Baseball**

Position 1- Adam Arnold

Position 2- Tyler Black

Volunteer Assistants:

Rick VanDine

Matt Barkman

Dan Baker

Jordan Mills

Lance Clark

Mark Clark

#### **Junior High Baseball**

Position 3- Caleb Stickel

Position 4- Jason Cornelius

#### **Varsity Softball**

Position 1- Kecia Blackburn

Position 2- Shawn Stiffler

Volunteer Assistants:

Ronnie Edwards

Karly Williams

#### **Junior High Softball**

Position 3- Terry DeHaven

Position 4- Unfilled

#### **Varsity Track**

Position 1- Brian Creps

Position 2- Michelle Fisher

Position 3- Yvonne Bowser

Position 4- Bill Creps

Position 5- Carrie Taylor

#### **Volunteers Assistants:**

John Marshall

Gennifer Washington

Brooke Smith

Tanner Williams

Emily Barkman

Jeremy Weber

#### **Junior High Track**

Position 1- Tracy Koontz

Position 2- Doug Pauley

Position 3- April Becker

Position 4- Carol Brallier

#### **Boys Tennis**

Position 1- Ed Beidle

#### **Volunteer Assistants:**

Jim Kegg



## **Bedford Athletics**

**Approval** of the following Strength Conditioning Coaches:

**Winter PM - Adam Arnold**

**Spring PM - Dan Baker**

**Spring AM - Wesley Tritt**



## **District Policies**

Request final approval on the following amended policies for the Board Policy Manual:

**Policy #004** - Membership

**Policy #209** - Health Examination/Screenings

Request final approval on the following amended policies for the Board Policy Manual:

**Policy #705** - Facilities and Workplace Safety

**Policy #709** - Building Security

**Policy #805** - Emergency Preparedness and Response

**Policy #805.1** - Relations with Law Enforcement Agencies

**Policy #805.2** - School Security Personnel

**You may review policies at:**

<https://www.boarddocs.com/pa/bedf/Board.nsf/Public>

**Approval** to renew services of Beard Legal Group to provide Solicitor services for the Bedford Area School District

**Approval** of the following school physicians and dentists for the BASD:

**Physicians: Hyndman Area Health Center**

**Dentist: Hyndman Health Center and Big Smiles**

**Dental (mobile dental services)**



## Food Service

Approval of Madelyn Miller as Food Service Substitute for the Bedford Area School District for the 2019-2020 school year.

## Business

**Approval of Athletic-Activity Account Quarterly Balances (Attachment #10).**



# Bedford Area School District 2020-21 School Calendar

**August:**

18 – Teacher In-Service  
19 – Teacher In-Service  
20 – First Student Day

Notes: 8 Student Days  
10 Teacher Days  
(2 In-Service Days)

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**FEBRUARY 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**February:**

12 & 15 – President's Day  
(Possible make-up day)

Notes: 18 Student Days  
18 Teacher Days

**September:**

7 – Labor Day

Notes: 21 Student Days  
21 Teacher Days

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MARCH 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**March:**

19 – End of 3rd Marking Period

Notes: 23 Student Days  
23 Teacher Days

**October:**

12 – Act 80 Day  
22 – End of 1st Marking Period

Notes: 22 Student Days  
22 Teacher Days  
(1 Act 80 Day)

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**APRIL 2021**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**April:**

1 – Act 80 Day  
2 – Good Friday Holiday  
5 & 6 – Easter Break  
(Possible make-up day)

Notes: 19 Student Days  
19 Teacher Days  
(1 Act 80 Day)

**November:**

11 – Veterans Day  
25-27 – Thanksgiving  
Vacation  
30 – Deer Season

Notes: 16 Student Days  
16 Teacher Days  
(1 Act 80 Day)

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**MAY 2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**May:**

26 – Last Student Day/  
Graduation  
27 & 28 – Teacher In-Service  
31 – Memorial Day

Notes: 18 Student Days  
20 Teacher Days

**December:**

24 – 31 Christmas Vacation

Notes: 17 Student Days  
17 Teacher Days

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**June 2021**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**June:****January:**

1 – New Year's Holiday  
11 – End of 2nd Marking Period  
18 – Martin Luther King Day  
29 – No School (Thomas  
Subaru Tournament)

Notes: 18 Student Days  
18 Teacher Days

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	1st & Last Student Day
	Holiday
	Possible Make-up Day
	Act 80 Day
	End of Marking Period
	Teacher In-Service Day

## Bedford Area School District 2020-21 School Calendar

Month	Day	Description	# of Days for Students	# of Act 80 Days	# of Days for Teachers
August	18 19 20	Teacher In-Service Teacher In-Service 1 <sup>st</sup> Day for Students	8	0	10
September	7	Labor Day – No School	21	0	21
October	12 22	Act 80 Day End of 1 <sup>st</sup> Marking Period	22	1	22
November	11 25-27 30	Veteran's Day – No School Thanksgiving Break – No School Deer Season – No School	16	0	16
December	24-31	Christmas Break – No School for Students	17	0	17
January	1 11 18 29	New Year's Holiday – No School End of 2 <sup>nd</sup> Marking Period Martin Luther King Day No School for Students	18	0	18
February	12 & 15	President's Day – Possible Make-Up Day	18	0	18
March	19	End of 3 <sup>rd</sup> Marking Period	23	0	23
April	1 2 5 & 6	Act 80 Day Good Friday Holiday Easter Break – Possible Make-Up Day	19	1	19
May	26 27 & 28 31	Last Student Day/Graduation Teacher In-Service Memorial Day – No School	18	0	20
June			0	0	0
Total			178 + 2 Act 80 180 Days	2	184

Possible Make-up Days: February 12, 2021  
February 15, 2021  
April 5 & 6, 2021





Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004
Status	Second Reading

## Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 51 PA Code 15.2
9. 51 PA Code 15.3
10. 65 Pa. C.S.A. 1102
11. 65 Pa. C.S.A. 1104
12. 65 Pa. C.S.A. 1105
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. Pol. 011
24. Pol. 901
25. 24 P.S. 516
26. 24 P.S. 328
27. 24 P.S. 516.1
- 24 P.S. 519
- Pol. 331

## **Number**

The Board shall consist of nine (9) members.[\[1\]](#)

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

## **Qualifications**

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the

individual be a member of the municipal council.[3]

2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[4]
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law. [5][6]
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[7]
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[8][9][10][11][12]
  - a. Before taking the oath of office or entering upon duties.
  - b. Annually by May 1 while serving on the Board.
  - c. By May 1 of the year after leaving the Board.

### **Election**

Election of members of the Board shall be in accordance with law.[13]

### **Vacancies**

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[14][15][16][17][18][19]

**If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[14]**

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Bedford County.[15][16]

#### *Temporary Vacancy – Active Military Service –*

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[14][19][20]

### **Term**

**In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December.** The term of office of each school director shall be four (4) years, **expiring** on the first Monday of December **of the fourth year of service.**[1][14]

**The term of office for an individual** appointed or elected to fill a **Board** vacancy **shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.[\[14\]](#)**

### **Removal**

Whenever a school director is no longer a resident of Bedford Area School District or the region s/he represents, eligibility to serve on the Board shall cease.[\[14\]](#)[\[21\]](#)

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in **an** official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of **the school director's** term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

### **Orientation**

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director **shall**, no later than **the** first regular meeting, **be provided access to** the following items **during the school director's term on the Board**:

1. **The** Board Policy Manual.
2. **The** district Administrative Regulations Manual.
3. The current budget statement, audit report and related fiscal materials.
4. **District** information on comprehensive planning, curriculum, assessments, facilities planning and district programs.
5. **The** Board's adopted Principles for Governance and Leadership.[\[23\]](#)

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

### **Inservice Educational Opportunities and Required Training Programs**

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership **by providing both inservice educational opportunities and required school director training by an approved provider.**

#### ***Inservice Education -***

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist **school directors** to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions. [\[25\]](#)
  - a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by **school directors** in conferences, workshops and conventions.
  - b. The Superintendent shall inform **school directors**, in a timely manner, of upcoming conferences, workshops and conventions.
  - c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.
  - d. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications **addressing school directors'** concerns.
4. Maintenance of **current** resources and reference materials accessible to **school directors**.

***Required Training Program: Newly Elected or Appointed School Directors -*** [\[26\]](#)

**Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:**

1. **Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.**
2. **Personnel.**
3. **Fiscal management.**
4. **Operations.**
5. **Governance.**
6. **Ethics and open meetings, to include accountability requirements.**

***Required Training Program: Re-elected or Re-appointed School Directors -*** [\[26\]](#)

**Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:**

1. **Information on relevant changes to federal and state public school law and regulations.**
2. **Fiscal management.**



3. **Trauma-informed approaches.**

4. **Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.**

**Expenses** [\[Z\]](#)

Funds for **school director education and training** shall be budgeted on an annual basis.

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

**When attendance has been authorized by the Board, school directors**, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for **actual and** necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for **attendance at** any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[\[27\]](#)

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.[\[27\]](#)

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual **school directors**.[\[Z\]](#)

**Student Representation**

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

NOTES:

PSBA/NSBA - SC 516

**School directors** may receive mileage expenses for travel to and from regular Board meetings (and IU members) – SC 516.1



Book	Policy Manual
Section	200 Pupils
Title	Health Examinations/Screenings
Code	209
Status	Second Reading
Legal	<ol style="list-style-type: none"><li>1. 22 PA Code 12.41</li><li>2. 24 P.S. 1401</li><li>3. 24 P.S. 1402</li><li>4. 24 P.S. 1403</li><li>5. 24 P.S. 1407</li><li>6. 28 PA Code 23.1 et seq</li><li>7. 20 U.S.C. 1232h</li><li>8. 24 P.S. 1405</li><li>9. 28 PA Code 23.2</li><li>10. 24 P.S. 1419</li><li>11. 28 PA Code 23.45</li><li>12. 24 P.S. 1406</li><li>13. 23 Pa. C.S.A. 6311</li><li>14. Pol. 806</li><li>15. 24 P.S. 1409</li><li>16. Pol. 113.4</li><li>17. Pol. 216</li><li>18. 20 U.S.C. 1232g</li><li>19. 34 CFR Part 99</li><li>20. Pol. 805</li><li>21. Pol. 800</li><li>24 P.S. 1401-1419</li><li>22 PA Code 403.1</li><li>23 Pa. C.S.A. 6301 et seq</li></ol>

**Authority.**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable

disease and to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Guidelines**

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[\[1\]](#)[\[3\]](#)[\[5\]](#)

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.[\[1\]](#)[\[4\]](#)[\[5\]](#)

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

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests (**Please note: The District has an approved modification dated August 25, 2000 to Section 1402(a) of the Pennsylvania Public School Code per the Pennsylvania Department of Health**), other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[\[1\]](#)[\[3\]](#)[\[6\]](#)

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the **parents/guardians** may attend. **The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist** at the parent's/guardian's expense **to promote continuity of care**. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[\[7\]](#)[\[8\]](#)[\[9\]](#)

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that **facts exist indicating that the student would present a substantial menace to the health of others in contact with the student if the student is not examined**.[\[10\]](#)[\[11\]](#)

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be **notified of the apparent need for a special examination by the student's private physician or dentist**. The parent/guardian shall report to the school **whether a special examination occurred**. If the parent/guardian fails to report **whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special medical examination for the student**.[\[1\]](#)[\[3\]](#)[\[12\]](#)

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

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

### **Health Records**

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[\[3\]](#)

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.[\[15\]](#)  
[\[16\]](#)[\[17\]](#)

**The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.**[\[15\]](#)[\[16\]](#)  
[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.[\[15\]](#)

The district shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.[\[15\]](#)[\[21\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.[\[3\]](#)

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



Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
Status	First Reading
Legal	1. Pol. 805 2. 24 P.S. 223 3. 34 PA Code 129.1001 et seq 4. 72 P.S. 1722-J 5. 77 P.S. 1038.2 24 P.S. 510 24 P.S. 1517 24 P.S. 1518

### **Purpose**

The Board recognizes that district facilities must be maintained and operated in a condition that **prioritizes the safety of** students, staff and visitors.

### **Authority**

The Board directs **the district to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of the schools, including the provision of protective devices where needed for safety purposes.**

### **Delegation of Responsibility**

The Superintendent or designee shall **annually** review and evaluate district safety rules and plans. **[1]**

Administrators shall **ensure that** all staff and students **are informed** of safety rules at the beginning of the school year.

### **Guidelines**

#### **Certified Workplace Safety Committee**

A workplace safety committee shall be established to promote the district's goals concerning safe schools. **[2][3][4][5]**

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.



If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

#### NOTES:

Delete Certified Workplace Safety Committee section if the school entity does not have a safety committee because it self-insures or pools its liabilities. If not sure, leave it in for school entity to consider and delete if necessary.



Book	Policy Manual
Section	700 Property
Title	Building Security
Code	709
Status	First Reading
Legal	1. Pol. 805 2. Pol. 805.2 3. Pol. 907 24 P.S. 510 Pol. 705

### **Purpose**

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

### **Delegation of Responsibility**

**Building** security shall be **coordinated** by the **School Safety and Security Coordinator**, with the cooperation of **district administrators**, building principals **and district staff**. [1][2]

The Superintendent or designee shall **develop administrative regulations designating** who **may be** authorized **to** access district building(s), **the designated level of access** and who may have after-hours access to district facilities.

### **Guidelines**

After the start of the school day, access to **school** buildings shall be limited to one (1) entrance **that is monitored and capable of controlling visitor entry**. All other entrances shall be locked, **and designated school staff shall follow established Board policy and procedures for entry of school visitors and other authorized individuals into school buildings**. [3]



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	First Reading

## Legal

1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 24 P.S. 1303-A
9. 22 PA Code 10.11
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 1501
15. 24 P.S. 1506
16. Pol. 203
17. Pol. 203.1
18. 24 P.S. 102
19. 24 P.S. 1310-B
20. Pol. 333
21. Pol. 249
22. Pol. 819
23. Pol. 227
24. Pol. 351
25. Pol. 805
26. 75 Pa. C.S.A. 4552
27. 24 P.S. 1303-D
- 24 P.S. 1205.7
- 20 U.S.C. 7112
- 20 U.S.C. 7118
- 20 U.S.C. 7801
- Pol. 146
- Pol. 236
- Pol. 709
- Pol. 810
- Pol. 909

## **Purpose**

The Board recognizes its responsibility **for the safety of students, staff, visitors and facilities**. Therefore, the Board shall provide facilities, equipment and training necessary to **protect against** hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, **intruders**, terrorism, communicable diseases and pandemics. Advance planning, **training, practice** and comprehensive implementation are key components in **protecting** the **safety and security** of the school community.[1]

### **Authority**

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by **PEMA** and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, **and local law enforcement agencies**.[4]

The Board **requires** that emergency **preparedness, emergency** evacuation **and school security** drills **be** conducted at intervals required by state law.[3][5][6]

### **Definitions**

**School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.**  
[5]

**School Safety and Security Assessment – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.**[7]

### **Delegation of Responsibility**

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, **students**, staff, community agencies, **local law enforcement agencies** and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation **or sheltering** of students and to alert the entire school community when necessary.

Annually, **on or before** April 10, the Superintendent shall certify that **emergency** evacuation drills **and school security drills** have been conducted in the manner prescribed by law.[5]

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[4][8][9]

**The Board directs the School Safety and Security Coordinator to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.**[7][10]

### **Guidelines**

#### **Emergency Planning**

The emergency preparedness plan shall be **accessible** in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be **made accessible** to the county



Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. **The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.**[\[2\]](#)[\[3\]](#)[\[11\]](#)

**Appropriate information regarding the** emergency preparedness plan shall be communicated to students, parents/guardians, **staff**, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[\[2\]](#)[\[3\]](#)[\[4\]](#)

**Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.**[\[3\]](#)

#### Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be **made available** to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. **The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.**[\[3\]](#)[\[12\]](#)

**State officials may also direct schools to close in order** to mitigate the spread of infection or illness **in designated emergencies.**[\[13\]](#)

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, **in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities** may include:[\[14\]](#)[\[15\]](#)

1. Web-based instruction.
2. Instruction via local television or radio stations.

The continuity of core operations such as payroll and ongoing communication with **staff**, students and parents/guardians shall be an essential part of the emergency preparedness plan.

#### Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[\[5\]](#)[\[6\]](#)

Effective infection control and prevention **education and** procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[\[16\]](#)[\[17\]](#)

**The district shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:**[\[18\]](#)[\[19\]](#)[\[20\]](#)

1. **Situational awareness.**
2. **Trauma-informed approaches.**[\[20\]](#)
3. **Behavioral health awareness.**

4. **Suicide and bullying awareness.**[21][22]
5. **Substance use awareness.**[23][24]
6. **Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.**[25]
7. **Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.**

**Employees are required to complete a minimum of three (3) hours of training every five (5) years.**[19]

#### Required Drills

##### ***Emergency Preparedness Drill -***

**The Board directs** district schools **to** conduct a disaster response or emergency preparedness plan drill **at least annually, in accordance with the provisions of law.**[3]

##### ***Fire Drills -***

**The Board directs each district school to conduct** fire drills at least once a month during the school year, **in accordance with the provisions of law.**[5][6]

##### ***School Security Drills -***

**The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.**[5]

**The school security drill may take the place of a fire drill for the month in which it is conducted.**

**The Superintendent or designee may conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.**[5]

**The Superintendent or designee shall:**[5]

1. **Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.**
2. **Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.**
3. **Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.**

##### ***Bus Evacuation Drills -***

**Bus evacuation and safety** drills shall be conducted twice a year, in accordance with **the provisions of law.**[5][26]

#### **Safe2Say Something Program**

**The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities.**  
[\[27\]](#)

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Safe2SayProcedures.doc (235 KB)



Book	Policy Manual
Section	800 Operations
Title	Relations With Law Enforcement Agencies
Code	805.1
Status	First Reading

## Legal

1. 22 PA Code 10.1
2. 24 P.S. 1303-A
3. Pol. 805
4. Pol. 805.2
5. 22 PA Code 10.11
6. 22 PA Code 10.2
7. 35 P.S. 780-102
8. Pol. 218
9. Pol. 218.1
10. Pol. 218.2
11. Pol. 222
12. Pol. 227
13. 22 PA Code 10.23
14. 22 PA Code 14.104
15. Pol. 113
16. Pol. 113.2
17. 22 PA Code 14.133
18. Pol. 113.4
19. Pol. 216
20. Pol. 333
21. Pol. 806
22. Pol. 819
23. Pol. 824
24. 22 PA Code 10.21
25. 22 PA Code 10.22
26. 24 P.S. 1302.1-A
27. Pol. 103.1
28. Pol. 113.1
29. Pol. 323
30. Pol. 351
31. Pol. 904
- 22 PA Code 10.24
- Pol. 909

## **Purpose**

The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding district property.

## **Authority**



It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and local police departments in **maintaining school safety and security; responding to school safety and security reports; and** reporting and resolution of incidents that occur on school property, at any school-sponsored activity, or on any conveyance providing transportation to or from a school or school-sponsored activity.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over school property in accordance with state law and regulations.[\[2\]](#)[\[5\]](#)

### **Definition**

**Incident** - an instance involving an act of violence; the possession of a weapon by any person; 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 by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act.[\[2\]](#)[\[6\]](#)[\[7\]](#)

### **Guidelines**

#### **Memorandum of Understanding**

In accordance with state law and regulations, the Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each local police department that has jurisdiction over school property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal, and be filed with the Office for Safe Schools.[\[2\]](#)[\[5\]](#)

In developing and updating the memorandum of understanding, the district shall consult and consider the State Board of Education model memorandum of understanding. If the district's memorandum of understanding with local law enforcement contains substantive differences from the State Board of Education model memorandum of understanding, the Superintendent shall provide a written statement which identifies the differences and the reasons for the differences as part of the biennial filing with the Office for Safe Schools.[\[2\]](#)[\[5\]](#)

The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department that has jurisdiction over the school property.[\[2\]](#)

#### **Students With Disabilities**

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

### **Training**

**The district shall invite representatives of each local police department as needed that has jurisdiction over school property to participate in district training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.[18][19][20][21][22][23]**

#### Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed 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][11][12][16][24][25][26][27][28][29][30][31]

#### Safe Schools Report

Annually, by July 31, the Superintendent shall report on the designated form, to the Office for Safe Schools, all new incidents as required by state law.[2]

Prior to submitting the Safe Schools report, the Superintendent and each police department having jurisdiction over school property shall do all of the following:

1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Superintendent shall submit the report to the police department that has jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects police incident data.
2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the Office for Safe Schools, the police department shall notify the Superintendent, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
3. Where a police department fails to take action as required above, the Superintendent shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action.



## ATTACHMENT #9

Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
Status	First Reading

Legal

1. 24 P.S. 1301-C
2. 24 P.S. 1309-B
3. Pol. 146
4. Pol. 227
5. Pol. 236
6. Pol. 249
7. Pol. 351
8. Pol. 805
9. Pol. 819
10. 24 P.S. 1305-B
11. Pol. 006
12. Pol. 235.1
13. Pol. 805.1
14. 24 P.S. 1302-C
15. 24 P.S. 1310-C
16. 24 P.S. 1311-C
17. Pol. 304
18. Pol. 818
19. 24 P.S. 1303-C
20. 24 P.S. 1304-C
21. 24 P.S. 1305-C
22. 22 PA Code 10.23
23. 22 PA Code 14.104
24. 22 PA Code 14.133
25. Pol. 113.2
26. 24 P.S. 1306-C
27. 24 P.S. 1307-C
28. Pol. 909
29. 24 P.S. 1313-C
30. 24 P.S. 1314-C
31. Pol. 907
32. 24 P.S. 1309-C
33. 42 Pa. C.S.A. 8953
34. 53 Pa. C.S.A. 2303
- 53 Pa. C.S.A. 2301 et seq
- Pol. 705
- Pol. 709

**Authority**

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

## **Definitions**

**School security personnel** - school police officers, school resource officers and school security guards.[\[1\]](#)

**Independent contractor** - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[\[1\]](#)

**Third-party vendor** - a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[1\]](#)

## **Delegation of Responsibility**

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.[\[2\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent and Assistant Superintendent, and shall be responsible for the following:[\[2\]](#)

1. Oversee all school police officers.
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.[\[8\]](#)[\[10\]](#)

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[\[2\]](#)[\[11\]](#)

The Board directs the Superintendent or designee to coordinate with the School Safety and Security Coordinator to identify pertinent information to include in the annual school safety and security report. The following information may be considered when compiling the annual report:

1. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[\[8\]](#)
2. Information on required school safety and security training and resources provided to students and staff.
3. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.

4. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[12]
5. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
6. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[13]
7. Updates to laws, regulations and/or Board policies related to school safety and security.
8. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
9. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee.[2]

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

School Police Officer shall carry weapons, including firearms, in performance of their duties as authorized by the Board.

## **Guidelines**

### **School Police Officers**

The district shall employ one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[1][14][15][16][17][18]

#### **School police officer - [1][15][16]**

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district.

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency:[19]

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

School police officers shall take and subscribe to the Oath of Office required by law.[20]

The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.[14][21]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[21][22][23][24][25]

School police officers shall possess and exercise the following duties:[26]

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty. [\[27\]](#).