

POLICY COMMITTEE MEETING

Wednesday, October 20, 2021, at 7:00 p.m.

This is a virtual meeting via Zoom.

Agenda

1. Discussion

- a. Policy manual review – **revisions** of part 1 of employee sections; 300s, 400s, 500s
 - i. Policy 302 - Employment of the Superintendent
 - ii. Policy 303 – Employment of the Assistant Superintendent
 - iii. Policy 304 – Employment of District Staff
 - iv. Policy 304.1 - Staffing of Co-Curricular Program
 - v. Policy 306 – Employment of Summer School Teachers
 - vi. Policy 307 - Student Teachers and Interns
 - vii. Policy 309 - Assignment and Transfer
 - viii. Policy 311 – Reduction in Staff

- b. PSBA-recommended revisions
 - i. Policy 218.1 - Weapons
 - ii. Policy 236.1 - Threat Assessment
 - iii. Policy 247 – Hazing
 - iv. Policy 249.1 – Bullying/Cyberbullying
 - v. Policy 805 – Emergency Preparedness and Response
 - vi. Policy 805.2 - School Security Personnel

- c. Board/District-recommended revisions
 - i. Policy 006 - Meetings
 - ii. Policy 006.1- Attendance at Meetings via Electronic Communications
 - iii. Policy 903 – Public Participation at Public Meetings

- d. Policy manual review - **deletion** of part 1 of employee sections; 300s, 400s, 500s
 - i. Policy 404 – Employment of Professional Staff
 - ii. Policy 409 - Assignment and Transfer
 - iii. Policy 411 - Seniority Process for Professional Staff Reduction in Force
 - iv. Policy 502 – Role of Skilled Services Staff in Support of Instructional Program
 - v. Policy 504 – Employment of Classified Staff
 - vi. Policy 509 - Assignment and Transfer
 - vii. Policy 511 - Reduction in Staff

2. Public comments on agenda items only

Policy Review Summary – for committee meeting

Wednesday, October 20, 2021, at 7:00 p.m. via Zoom.

In year 2 of the board policy manual review, the committee will review all employee-related policies (300, 400, and 500 series) in four parts, this is part 1. The goal is to consolidate the employee-related policies into one series, 300s, as appropriate. The 300s section is renamed from 'Administrative Employees' to 'Employees,' and eventually, 400s and 500s sections will be incorporated into the 300s section and/or eliminated from the policy manual.

Additionally, there are several policies with recommended revisions from either PSBA or the district. PSBA is recommending policy revisions related to school safety and security. The district-recommended revisions reflect the changes to its public meeting format.

In total, there are 24 policies for committee review during this October committee meeting.

Policy Manual – Revisions

1. Policy 302 - Employment of the Superintendent

This policy is revised to align with the current legal requirements for the employment of the Superintendent including public notification by the Board when approaching the end of the term and removal/severance. The current version of this policy was last reviewed and updated in 2002.

2. Policy 303 – Employment of Assistant Superintendent

This policy is revised to align with the current legal requirements for the employment of the Assistant Superintendent including public notification by the Board when approaching the end of the term and removal/severance. The current version of this policy was last reviewed and updated in 2002.

3. Policy 304 – Employment of District Staff

This policy represents the employment of administrators, professional employees, and support staff. In the old board policies for all three-employment groups, the language is identical. Now, they are merged and renamed Employment of District Staff. There are administrative guidelines for each group represented within this policy. Policies 404, 502 and 504 will be deleted from the policy manual.

4. Policy 304.1 - Staffing of Co-Curricular Program

This policy is renumbered from Policy 404.2A to Policy 304.1. There are no other recommended revisions to the language in this policy.

5. Policy 306 – Employment of Summer School Teachers

This policy is renumbered from Policy 406 to Policy 306. The previous version of this policy focused solely on absences by summer school teachers. In its revised version, this policy expands beyond absences and addresses the employment of summer school teachers. Most often, summer school teachers are current district staff. There are rare circumstances where someone may be hired just for Extended School Year but not frequently.

6. Policy 307 - Student Teachers/Interns

This policy is revised. This policy is renumbered from Policy 407 to Policy 307.

7. Policy 309 - Assignment and Transfer

This policy represents assignment and transfer provisions for all employees – administrative, professional, and support staff. The differential language in policies 409 and 509 are merged into this Policy 309. Policies 409 and 509 will be deleted from the policy manual.

8. Policy 311 – Reduction in Staff

This policy represents the reduction in staff provisions for administrative staff, professional staff, and support staff. The differential language in Policy 411 and Policy 511 is included in the revisions for Policy 311. These additions include seniority determination for professional employees; reduction from full-time to part-time status; and reinstatement for suspended employees. Policy 411 and Policy 511 will be deleted from the policy manual.

PSBA-Recommended Changes

9. Policy 218.1 - Weapons

This policy is revised to direct staff to report students who exhibit threatening behaviors in possession of a weapon to other students, staff, and the community at-large, to the threat assessment team.

10. Policy 236.1 - Threat Assessment

This new policy was drafted by PSBA, in coordination with the PCCD School Safety and Security Committee, to assist districts with implementing and formalizing the compliance elements and procedures for threat assessment team(s) in their schools. This policy addresses the new requirements in PA School Code, Act 18 of 2019, which include inquiry and assessment, response and intervention, and monitoring and management. The district's threat assessment team includes School Safety and Security Coordinator, district administrators, Student Services director, special education supervisors, building principals, district nurse, and communications coordinator.

11. Policy 247 – Hazing

This policy is revised to direct staff to report students, who exhibit threatening behaviors toward other students, staff, or the community at-large, to the threat assessment team.

12. Policy 249.1 - Bullying/Cyberbullying

This policy is revised to direct staff to report students, who exhibit threatening behaviors toward other students, staff, or the community at-large, to the threat assessment team.

13. Policy 805 – Emergency Preparedness

This policy is revised with one new policy reference to correspond with the new policy, Policy 236.1 Threat Assessment.

14. Policy 805.2 - School Security Personnel

This policy is revised to reflect the requirements for the School Safety and Security Coordinator to participate in the threat assessment team, and inclusion of threat assessment information in the annual school safety and security report to the board. Additionally, there are new provisions to address the background investigation and employment requirements for our school security personnel, such as School Resource Officers and security guards. Under the new requirements of Act 57, school entities who employ school police or school security guards meet the definition of a "law enforcement agency" and must comply with the requirements for completing a background investigation prior to an offer of employment, as well as conducting a separation record review following an offer of employment, in accordance with the requirements of the law, regulations and the procedures of the PA Municipal Police Officers' Education and Training Commission (MPOETC). These requirements are in addition to the standard background check certifications and employment history review required for school employees under the School Code.

Board/District-Recommended Revisions

15. Policy 006 – Meetings

The revisions in this policy allow the Board to conduct its public meetings via Zoom in either the hybrid meeting format or solely virtual. This includes special public meetings and committee meetings, too. In addition, the revisions include updates to the Sunshine Act, which dictate how we must publicly provide our complete Board agenda before each meeting. We already do these things, and now, we are just formalizing it into the policy.

16. Policy 006.1 - Attendance via Electronic Communications

This is a new policy for our Board. It standardizes the expectations for school directors' participation via Zoom during a public meeting. As such, it requires school directors to inform

the Superintendent and Board President at least one week before the meeting of their request to attend virtually.

17. Policy 903 – Public Participation at Public Meetings

The revised policy clarifies which community groups may offer public comments during a public meeting. The revisions allow current district residents/taxpayers (e.g., currently enrolled students and current parents/guardians), current district employees to speak during the public comment periods, and eligible firms who may bid on materials or services solicited by the Board. In addition, there is new language that describes how community members register for a public comment either in-person or virtually.

Recommended for Deletion

18. Policy 404 – Employment of Professional Staff

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 304 Employment of District Staff.

19. Policy 409 - Assignment and Transfer

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 309 Assignment and Transfer.

20. Policy 502 – Role of Skilled Services Staff in Support of Instructional Program

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 304 Employment of District Staff.

21. Policy 504 – Employment of Classified Staff

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 304 Employment of District Staff.

22. Policy 509 - Assignment and Transfer

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 309 Assignment and Transfer.

23. Policy 411 - Seniority Process for Professional Staff Reduction in Force

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 311 Reduction in Staff.

24. Policy 511 - Reduction in Staff

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 311 Reduction in Staff.



**SECTION: ADMINISTRATIVE
EMPLOYEES**

POLICY: 302

**TITLE: EMPLOYMENT OF
SUPERINTENDENT**

ORIGINAL: April 22, 2002

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The School Superintendent is the Chief Executive Officer of the school system, as well as the community's preeminent educational leader. The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the district program and keeping the Board informed about district operations and problems. Therefore, selection of a Superintendent is critical to the effective management of the district.

II. DEFINITIONS

None.

III. POLICY

- A. When the position of Superintendent becomes vacant, the Board shall elect a properly qualified District Superintendent by a majority vote of all members of the Board. The appointed Superintendent shall enter a written contract with the Board stating the terms and conditions of employment and shall fix the beginning salary and term of office. Such a term may be three (3), four (4) or five (5) years, beginning with the effective date of the appointment to the office.
- B. At a public meeting of the Board occurring at least ninety (90) days prior to the expiration of the term of office of the Superintendent, the agenda shall include an item requiring affirmative action by five (5) or more members of the Board directors to notify the Superintendent that (a) the Board intends to retain them for a further term of three (3) to five (5) years, or that (b) another or other candidates will be considered for the office. If the Board fails to take such public action, the term of office that the Superintendent is then serving shall be extended one time for a one (1) year period, upon the conclusion of which the term of office shall terminate, unless the Board has acted prior to the end of the one (1) year extension to retain the Superintendent for a further term. The notification shall not prevent the Superintendent from being considered for or appointed to a further term of office notwithstanding the consideration of other candidates. During the final year of the term of office, the Board may notify the Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given by the Board at least 150 days prior to the end of the term.

- C. When a vacancy occurs in the position of Superintendent or when the Board determines to seek other candidates, the Board President will convene a meeting of the full Board to discuss the processes and procedures in which the Board will engage to seek a Superintendent.
- D. The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.
- E. The Board will determine the processes through which it will seek applicants for the position of Superintendent. Among the options the Board may consider are the option of conducting a targeted search for pre-selected candidates and the option of engaging the services of a professional consultant.
- F. Employment
 - a. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse, and the district has evaluated the results of that screening process.
 - a.b. Each candidate shall report on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur after initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.
 - c. No person shall be employed as Superintendent unless ~~he/she has~~ they have signed ~~an a~~ written employment contract containing the mutual and complete agreement between the parties with respect to the terms and conditions of employment, which contract shall contract or has been employed by Board resolution, either of which may include:
 - i. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.
 - ii. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent.
 - iii. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to extend automatically as required by law.
 - iv. Specify the termination, buyout and severance provisions, including all postemployment compensation and the period in which compensation shall be provided. Termination, buyout and severance provisions may not be modified during the contract or in the event a contract is terminated prematurely.
 - v. Contain provisions relating to outside work that may be performed, if any.
 - vi. State that any modification to the contract must be in writing.
 - vii. State that the contract shall be governed by the laws of the Commonwealth.
 - viii. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.

ix. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent.

b.x. Specify postretirement benefits and the period in which the benefits shall be provided.

~~e. Term for which employment is contracted, including beginning and ending dates.~~

~~i. Salary which shall be paid and the intervals at which it shall be paid.~~

~~ii. Benefits to which the employee is entitled.~~

~~iii. Statement of the procedure to be followed and the consequences of termination or modification.~~

~~iv. Provision for extending the term of the agreement~~

~~v. Procedures for resolution of misunderstandings or disagreements.~~

~~vi. Statement of mutually agreeable evaluation procedures.~~

G. Removal/Severance

a. A Superintendent may be removed from the office and have their contract terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent.

b. Any negotiated severance of employment prior to the end of the term of the Superintendent's specified contract term shall be limited to either:

i. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or

ii. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

H. Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent, the Board may appoint an acting Superintendent to serve no longer than one (1) year from the time of appointment.

~~G.I.~~ Before entering the duties of the office, the Superintendent shall take and subscribe to the oath of office prescribed by statute.

~~H.J.~~ After receiving an offer of employment, but prior to beginning employment, the candidate may at the discretion of the Board be required to undergo medical and other testing as permitted by law.

~~I.K.~~ Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

~~J.L.~~ The district shall submit a New Hire Report for each employee required to be reported by law.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. 1001

24 P.S. 508

24 P.S. 1071

24 P.S. 1073
24 P.S. 1076
24 P.S. 1077
24 P.S. 1079
Pol. 104
22 PA Code 49.41
22 PA Code 49.42
24 P.S. 1002
24 P.S. 1003
24 P.S. 1078
24 P.S. 111.1
23 Pa. C.S.A. 6344
24 P.S. 111
24 P.S. 1004
24 P.S. 1073.1
24 P.S. 1081
24 P.S. 1082
24 P.S. 1075
24 P.S. 1007
24 P.S. 1008
2 Pa. C.S.A. 551 et seq
24 P.S. 1080
18 Pa. C.S.A. 9125
22 PA Code 49.171
22 PA Code 49.172
22 PA Code 8.1 et seq
23 Pa. C.S.A. 6301 et seq
24 P.S. 108
24 P.S. 1418
28 PA Code 23.43
28 PA Code 23.44
28 PA Code 23.45
42 U.S.C. 12101 et seq ~~None.~~



SECTION: ~~ADMINISTRATIVE~~
EMPLOYEES

POLICY: 303

TITLE: EMPLOYMENT OF THE
ASSISTANT SUPERINTENDENT

ORIGINAL: April 22, 2002

CURRENT REVISION:

LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

The Assistant Superintendent is charged with assisting the Superintendent of the school system with the overall operation of the district, as well as providing educational leadership in the community. The Board holds the Assistant Superintendent responsible for assisting the Superintendent in the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the district program and keeping the Board informed about District operations and problems. Therefore, selection of an Assistant Superintendent is critical to the effective management of the district.

II. DEFINITIONS

None.

~~H.~~

III. POLICY

- A. When the position of Assistant Superintendent becomes vacant, the Board shall elect a properly qualified District Assistant Superintendent on the recommendation of the Superintendent and by a majority vote of all members of the Board. The appointed Assistant Superintendent shall enter into a written contract with the Board stating the terms and conditions of employment and shall fix the beginning salary and term of office. Such a term may be through the term of the Superintendent or a term of three (3), four (4) or five (5) years, beginning with the effective date of the appointment to office.
- B. At a public meeting of the Board occurring at least ninety (90) days prior to the expiration of the term of office of the Assistant Superintendent, the agenda shall include an item requiring affirmative action by five (5) or more members of the Board directors to notify the Assistant Superintendent that (a) the Board intends to retain them for a further term of three (3) to five (5) years, or that (b) another or other candidates will be considered for the office. In the event that the Board fails to take such public action, the term of office that the Assistant Superintendent is then serving shall be extended one time for a one (1) year period, upon the conclusion of which the term of office shall terminate, unless the Board has acted prior to the end of the one (1) year extension to retain the Assistant Superintendent for a further term. The notification shall not prevent the Assistant Superintendent from being considered for or appointed to a further term of office notwithstanding the consideration of other candidates. During the final year of the term of office, the Board may notify the Assistant Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given by the Board at least 150 days prior to the end of the term.

- C. When a vacancy occurs in the position of Assistant Superintendent, or when the Superintendent and Board determine to seek other candidates, the Board President will meet with the full Board and Superintendent to discuss the processes and procedures in which the Board and Superintendent will engage to seek an Assistant Superintendent.
- D. The Superintendent shall actively seek the best qualified and most capable candidate for the position of Assistant Superintendent.
- E. The Superintendent, in consultation with the Board, will determine the processes through which it will seek applicants for the position of Assistant Superintendent. Among the options the Superintendent will consider are the option of conducting a targeted search on preselected candidates and the option of engaging the services of a professional consultant.
- F. Employment
 - a. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse, and the district has evaluated the results of that screening process.
 - b. Each candidate shall report on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.
 - c. No person shall be employed as Assistant Superintendent unless they have signed a written employment contract containing the mutual and complete agreement between the parties with respect to the terms and conditions of employment, which contract shall:
 - i. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.
 - ii. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Assistant Superintendent.
 - iii. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to extend automatically as required by law.
 - iv. Specify the termination, buyout, and severance provisions, including all postemployment compensation and the period in which compensation shall be provided. Termination, buyout, and severance provisions may not be modified during the contract or in the event a contract is terminated prematurely.
 - v. Contain provisions relating to outside work that may be performed, if any.
 - vi. State that any modification to the contract must be in writing.
 - vii. State that the contract shall be governed by the laws of the Commonwealth.
 - viii. Limit compensation for unused sick leave in employment contracts for Assistant Superintendents who have no prior experience as an Assistant Superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.

- ix. Limit transferred sick leave from previous employment to not more than thirty (30) days for Assistant Superintendents who have no prior experience as an Assistant Superintendent.
- x. Specify postretirement benefits and the period in which the benefits shall be provided.

G. Removal/Severance

- a. An Assistant Superintendent may be removed from the office and have their contract terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of an Assistant Superintendent.
- b. Any negotiated severance of employment prior to the end of the term of the Assistant Superintendent's specified contract term shall be limited to either:
 - i. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or
 - ii. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.
- ~~a. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.~~
- ~~b. No person shall be employed as Assistant Superintendent unless he/she has signed an employment contract or has been employed by Board resolution, either of which may include:

 - i. ~~Term for which employment is contracted, including beginning and ending dates.~~
 - Salary which shall be paid and the intervals at which it shall be paid.
 - ii. ~~Benefits to which the employee is entitled.~~
 - iii. ~~Statement of the procedure to be followed and the consequences of termination or modification.~~
 - iv. ~~Provision for extending the term of the agreement • Procedures for resolution of misunderstandings or disagreements.~~
 - v. ~~Statement of mutually agreeable evaluation procedures.~~~~
- ~~e.H. Before entering the duties of the office, the Assistant Superintendent shall take and subscribe to the oath of office prescribed by statute.~~
- ~~d.I. After receiving an offer of employment, but prior to beginning employment, the candidate may at the discretion of the Board be required to undergo medical and other testing as permitted by law.~~
- ~~e.J. Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.~~
- K. Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Assistant Superintendent, the Board may appoint an acting Assistant Superintendent to serve no longer than one (1) year from the time of appointment.
- ~~G.L. The district shall submit a New Hire Report for each employee required to be reported by law.~~

IV. DELEGATION OF AUTHORITY

None.

V. **REFERENCES**

24 P.S. 1001

24 P.S. 508

24 P.S. 1071

24 P.S. 1073

24 P.S. 1076

24 P.S. 1077

24 P.S. 1079

Pol. 104

22 PA Code 49.41

22 PA Code 49.42

24 P.S. 1002

24 P.S. 1003

24 P.S. 1078

24 P.S. 111.1

23 Pa. C.S.A. 6344

24 P.S. 111

24 P.S. 1004

24 P.S. 1073.1

24 P.S. 1081

24 P.S. 1082

24 P.S. 1075

24 P.S. 1007

24 P.S. 1008

2 Pa. C.S.A. 551 et seq

24 P.S. 1080

18 Pa. C.S.A. 9125

22 PA Code 49.171

22 PA Code 49.172

22 PA Code 8.1 et seq

23 Pa. C.S.A. 6301 et seq

24 P.S. 108

24 P.S. 1418

28 PA Code 23.43

28 PA Code 23.44

28 PA Code 23.45

42 U.S.C. 12101 et seq ~~None.~~



SECTION: **PROFESSIONAL
EMPLOYEES**

POLICY: **4304**

TITLE: **EMPLOYMENT OF
PROFESSIONAL
EMPLOYEES**DISTRICT STAFF

ORIGINAL: January 14, 2002

CURRENT REVISION:

LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

The Wissahickon School District Board of School Directors places substantial responsibility for the implementation of the educational program and effective operation of the schools with the professional staff employed by the district. The Board of School Directors is committed to recruiting and hiring the most qualified, competent, talented and professional staff that can be secured to maximize the educational opportunities of every student of the Wissahickon School District consistent with standards of educational excellence.

II. DEFINITIONS

None.

III. POLICY

The Wissahickon Board of School Directors shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each **professional district** staff member employed by the district.

IV. DELEGATION OF AUTHORITY

The Superintendent or designee shall develop guidelines for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and state and federal law. It is the policy of the Wissahickon School District to provide equal employment opportunity in all employment practices. No individual(s) shall be excluded from participating in, or denied the benefits of, or be otherwise subject to discrimination in regard to any District employment opportunity on the grounds of race, color, religion, age, gender, national origin or handicap.

V. REFERENCES

24 P.S. 508

24 P.S. 1106

24 P.S. 1107

24 P.S. 1142-1152

24 P.S. 1111

24 P.S. 1201

22 PA Code 49.1 et seq

42 U.S.C. 653a

24 P.S. 1204.1

24 P.S. 111
23 Pa. C.S.A. 6301 et seq
42 U.S.C. 12112
22 PA Code 403.2
22 PA Code 403.4
20 U.S.C. 7801
22 PA Code 403.5
24 P.S. 111.1
23 Pa. C.S.A. 6344
24 P.S. 108
24 P.S. 1109
24 P.S. 1109.2
24 P.S. 2070.2
22 PA Code 4.4
22 PA Code 8.1 et seq
22 PA Code 14.105
18 Pa. C.S.A. 9125
42 U.S.C. 12101 et seq
Pol. 104~~None.~~



SECTION: **PROFESSIONAL
EMPLOYEES**

POLICY: **404.2304.1**

TITLE: **STAFFING OF CO-
CURRICULAR PROGRAMS**

ORIGINAL: September 10, 2007
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

The Board recognizes that the effective operation of its co-curricular program requires qualified and competent staffing, which may include utilizing the talent and services of unpaid volunteers. The Board is committed to recruiting and engaging the most qualified, competent, and talented Co-Curricular staff that can be secured.

II. DEFINITIONS

None.

III. POLICY

The Wissahickon Board of School Directors shall, by a majority vote of all members, approve the staffing of its co-curricular program, establish job descriptions, set the compensation, if any, and establish the terms of engagement, for the co-curricular staff.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall develop guidelines for staffing in accordance with Board policy, and state and federal law.
- B. Non-compensated volunteers may be authorized to staff the co-curricular program by the Superintendent or designee, but all such volunteers must comply with all mandatory background check requirements.
- C. The high school administration shall publish and distribute a coaches' handbook which delineates generic expectations for student participants.

V. REFERENCES

None.



**SECTION: ~~PROFESSIONAL
EMPLOYEESEMPLOYEES~~**

POLICY: ~~406 306~~

**TITLE: ~~ABSENCES BY SUMMER
SCHOOL TEACHERSEMPLOYMENT
OF SUMMER SCHOOL TEACHERS~~**

ORIGINAL: December 18, 1984

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. PURPOSE

A. The Board directs that qualified and competent professional and support employees be employed to provide the district's summer school program.

II. DEFINITIONS

None.

III. POLICY

A. When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program.

B. Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.

C. An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

D. Pre-Employment Requirements

a. For any person not employed by the district, the district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.

b. A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.

c. Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

- d. A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.
- E. A summer school teacher, who is a regular professional employee of Wissahickon School District, shall be allotted a total of two (2) non-cumulative for sick leave, death provision, and special needs in a given summer session.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.
- B. Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.
- C. Recommendations from former employers and others may be sought to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

V. REFERENCES

- 24 P.S. 406
24 P.S. 508
24 P.S. 1109
24 P.S. 1146
24 P.S. 1901
Pol. 124
24 P.S. 111.1
23 Pa. C.S.A. 6344
24 P.S. 111
22 PA Code 49.1 et seq
24 P.S. 1201
24 P.S. 2070.2
22 PA Code 8.1 et seq
23 Pa. C.S.A. 6301 et seq
24 P.S. 108
∇. Pol. 104



**SECTION: ~~PROFESSIONAL~~
EMPLOYEES**

POLICY: ~~307.407~~

**TITLE: ~~STUDENT~~
TEACHERS/INTERNS**

ORIGINAL: October 27, 2008

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

- A. The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

~~The Board encourages cooperation with colleges and universities within the state in the training of student teachers. Therefore, the schools of this District will accept student teachers from accredited institutions of higher learning.~~

II. DEFINITIONS

None.

III. POLICY

- A. The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board.
- B. The Board directs that student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.

~~None.~~

IV. DELEGATION OF AUTHORITY

- A. The Director of Human Resources shall be responsible to assign student teachers and interns to the schools.
- B. Recommendations for selection of cooperating teachers shall be made by the building principal with the agreement of the college or university supervisor.
- C. The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.
- D. Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff.
- E. While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.

F. Arrest or Conviction Reporting Requirements

- a. Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form.
- b. While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.
- c. While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.
- d. A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee.
- e. Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.

~~The Director of Human Resources shall be responsible for coordinating student teaching programs~~

V. REFERENCES

24 P.S. 510
24 P.S. 111
23 Pa. C.S.A. 6344
24 P.S. 1418
28 PA Code 23.43
28 PA Code 23.44
28 PA Code 23.45
Pol. 314
23 Pa. C.S.A. 6344.3
Pol. 907
22 PA Code 8.1 et seq
23 Pa. C.S.A. 6301 et seq



SECTION: **PROFESSIONAL
EMPLOYEES**

POLICY: **409309**

TITLE: **ASSIGNMENT AND
TRANSFER**

ORIGINAL: October 27, 2003

CURRENT REVISION:

LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

The successful functioning of the ~~District~~district depends on the proper placement of qualified and competent ~~professional~~ personnel. The assignment and transfer of ~~professional~~ employees within the ~~District~~district shall be in accordance with the management, instructional supervisory, instructional, and operational needs of the ~~District~~district.

II. DEFINITIONS

None.

III. POLICY

The Board shall approve the initial assignment of ~~professional personnel~~all employees at the time of employment and shall approve all changes in assignment to a new building, a new supervisor, new job classification, or to a new position requiring a certificate or credentials other than those required for the employee's current position. The Superintendent or his/her designee may transfer employee(s) within a particular job classification within the ~~District~~district when the needs of the ~~District~~district dictate such action.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or his/her designee shall provide a system of assignment or reassignment that includes voluntary transfers, involuntary transfers, and promotions.
- B. The Superintendent or his/her designee shall, in considering any assignment or transfer, base a decision on the best interests of the District and its students. In determining when a transfer occurs, the following criteria will be considered.:
 - a. Need to balance various teaching skills among the schools.
 - b. Changing pupil population within the ~~District~~district.
 - c. Impact of proposed assignment on the educational program.
 - d. Employee's background, ~~and~~ preparation for the position, qualifications, certifications, skill, and ability to perform the required work.
 - e. ~~Employee's~~Employees' success in former positions.
 - f. Employee's desire for professional growth.
 - g. ~~Employee's~~Employees' length of service in the ~~District~~district and in the position presently held.
 - h. Recommendations of the employee's administrative supervisors.

- ~~h.i.~~ The convenience and wishes of the employee.
- ~~h.j.~~ Administrative and operational efficiency advanced by the proposed assignment.
- C. The Superintendent or his/her designee shall develop administrative guidelines regulating assignment and transfer and insuring the ~~District's~~district's compliance with applicable law.

V. **REFERENCES**

None.



**SECTION: ADMINISTRATIVE
EMPLOYEES**

POLICY: 311

TITLE: REDUCTION IN STAFF

**ORIGINAL: November 5, 2018
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

- A. The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the ~~District~~district and its schools. This policy establishes the ~~manner in which~~way necessary reductions of staff shall be accomplished.
- B. In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall consider the staffing needs of the ~~District~~district, the effect upon the educational program and the financial stability of the ~~District~~district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual ~~contracts~~contracts, and Board resolutions.
- C. The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.
- D. Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.

II. DEFINITIONS

None.

III. POLICY

- A. Employees Other Than Professional Employees and Temporary Professional Employees
 - a. The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the ~~District~~district, subject to limitations and procedures provided for in collective bargaining agreements, if any.
- B. Temporary Professional Employees
 - a. The employment status of a temporary professional employee shall be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.
- C. Professional Employees
 - a. The necessary number of professional employees may be suspended for the following reasons:
 - i. Substantial decrease in student enrollment in the ~~District~~;District.
 - ii. Curtailment or alteration of the educational program because of substantial decline in class or course enrollments or to conform to standards of organization or educational activities required by law or recommended by the Pennsylvania

Department of Education—Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education—If not prevented by an existing or future provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the ~~District~~district shall notify the Pennsylvania Department of Education of such action;

- iii. Consolidation of schools, whether within the ~~District~~district, through a merger of Districts, or ~~as a result of~~because of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional ~~employees;~~employees.
- iv. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional ~~employees;~~employees.
- v. Economic ~~reasons that~~reasons require a reduction in professional employees; ~~however~~However, the ~~District~~district is prohibited from using an employee's compensation in the suspension determination—A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee records.

D. Economic Suspension Requirements

- a. The Board may suspend professional employees for economic reasons if ~~all of~~all the following apply:
 - i. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting;
 - ii. No later than ~~60 days~~60 days (about 2 months) prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
 - ~~b.1.~~1. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions ~~including~~include:
 - ~~i.a.~~a. The total cost savings expected from the proposed suspensions;
 - ~~ii.b.~~b. A description of other cost-saving actions taken by the Board, if any;
 - ~~iii.c.~~c. _____ The projected District expenditures for the following fiscal year with and without the proposed suspensions;
 - ~~iv.d.~~d. _____ The projected total District revenues for the following fiscal year;
 - ~~v.2.~~2. The number and percentage of employees to be suspended who are: professional employees assigned to provide instruction to directly to students; administrative staff; professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
 - ~~vi.3.~~3. _____ The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school

year, and the actions, if any, that will be taken to minimize the impact on student achievement.

E. Professional Employees Assigned to Provide Instruction Directly to Students.

- a. Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when ~~all~~ ~~of~~ all the following apply:
 - i. The Secretary of Education determines that the District's ~~†~~ operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and ~~students~~ students' programs.
 - ii. The Secretary of Education submits the determination to the State Board of Education.
- b. The State Board of Education approves the determination ~~by~~ of a majority of its members. The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or other staff members with the primary responsibility of managing the ~~District's~~ district's business operation.

F. Order of Suspensions

- a. Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.

~~i.~~ b. Performance Evaluation Rating

~~ii.~~ i. Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:

~~iii.~~ 1. Consecutive unsatisfactory ratings;

~~iv.~~ 2. One (1) unsatisfactory rating and one (1) satisfactory rating;

~~v.~~ 3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating;

~~vi.~~ 4. Consecutive satisfactory ratings, which are ~~consecutive~~ consecutively distinguished, or a combination of one (1) rating or proficient and one (1) rating of distinguished.

~~G.~~ c. Seniority

~~a.~~ i. When the number of professional employees within each certification area receiving the same performance rating is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating. Seniority shall be considered only when the number of professional employees within each certification area receiving the same performance ratings is greater than the number of suspensions.

ii. Professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the district for which they are ~~certificated~~ certificated, and which are currently filled by less senior employees with the same or lower overall performance rating.

~~b.~~ iii. Seniority shall continue to accrue during a suspension and all approved leaves of absence.

- ~~e-iv.~~ When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain ~~the seniority~~seniority rights; they had prior to the reorganization or consolidation.

~~H.G.~~ Reinstatement

- a. Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the ~~District~~district, in the inverse order by which they were suspended and based on their seniority within the ~~District~~district.
- b. No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such ~~vacaneya~~ vacancy.
- c. Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.
- d. To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.
- e. A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.

~~H.H.~~ Local Agency Law Hearings

- a. The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law and a professional employee shall be subject to such a decision shall have the right to a Local Agency Law hearing before the ~~Board,~~ ~~if~~Board if a hearing is requested within ~~10 days~~10 days (about 1 and a half weeks) after being notified of suspension.
- b. A decision to ~~not renew~~renews the employment of a temporary professional employee whose position has been eliminated or who is ~~being nonrenewed~~not being renewed for reasons for which professional employees may be suspended shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing-- If a hearing is required within ~~10 days~~10 days (about 1 and a half weeks) after being notified of the decision to ~~nonrenew~~not renew.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of District organization and ~~staffing, and~~staffing and shall present recommendations for reduction in staff for Board consideration when such actions are deemed to be in the best interests of the ~~District~~district.
- B. The Superintendent shall consult with the ~~District~~district solicitor as necessary to ensure that ~~reduction~~a reduction of staff is implemented in accordance with applicable laws.

V. REFERENCES

22 PA Code 4.4

24 P.S. 1106

24 P.S. 406

24 P.S. 1124

24 P.S. 1125.1

24 P.S. 524

24 P.S. 1123

~~VI. 2 Pa. C.S.A. 551 et seq.~~None.



SECTION: STUDENTS

POLICY: 218.1

TITLE: WEAPONS OFFENSE

ORIGINAL: November 5, 2018

CURRENT REVISION: April 5, 2021

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Board of School Directors joins the Pennsylvania General Assembly and the United States Congress in expressing grave concern about the culture of violence and fear that is arising in our public schools. All students, teachers, and other school personnel have the right to teach and learn together in an environment free from the threat of violence and injury. The Board adopts this policy with the intent to implement in full the requirements of state and federal laws concerning the possession, handling, or transmission of weapons on school premises, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school sponsored activity. The Board does not intend this policy to expand any right or responsibility of any party beyond those requirements.

II. DEFINITIONS

- A. **Weapon** - the term weapon shall include, but not be limited to any knife; cutting instrument; cutting tool; nunchakus; brass knuckles; firearm; shotgun; rifle; bows and arrows; noxious, irritating, or poisonous gas; and any other tool, instrument, or implement capable of inflicting serious bodily harm.
- B. **Facsimile weapon** - The term facsimile weapon shall include all objects, instruments, or implements resembling or intended to resemble a weapon.
- C. **Possessing** - student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; under the student's control while on school property, on property being used by the school, at any school event held away from school property, or while the student is coming to or from school.

III. POLICY

- A. A student shall not knowingly possess, handle, bring or transmit any object that is or can reasonably be considered a weapon or facsimile weapon on school premises, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity. Any student determined to have possessed, handled, brought or transmitted a weapon onto school premises, at any school-sponsored activities, or on any public or private conveyance, providing transportation to or from a school or school-sponsored activity shall be expelled for a period of not less than one year. The District Superintendent may, however, recommend a lesser discipline on a case-by-case basis and shall state his or her reasons therefore in writing.

- B. The District Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with applicable law.
- C. Reporting Requirements
 - a. Local Law Enforcement
 - i. The District Superintendent or his or her designee shall immediately report the discovery of any weapon prohibited by this policy to ~~local law enforcement official~~the police department with jurisdiction of 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 policy.
 - b. Department of Education
 - i. ~~The District Superintendent or his or her designee shall, by July 31,~~ report to the Department of Education all incidents ~~relating to expulsions for involving possession of a weapon on school grounds, at school sponsored activities or on public or conveyances providing transportation to and from all school or school-sponsored activities. Reports shall include all information as may be required by~~in violation of this policy to the Department of Education Office for Safe Schools on the required form.
 - ~~i.c.~~ The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall notify the parent/guardian whether or not local law enforcement has been notified of the incident. The Superintendent or designee shall document attempts to contact the parent/guardian.
- D. Alternative Education
 - a. Nothing in this policy shall be constructed as limiting the authority or duty of the District to make alternative assignment or to provide alternative educational services during the period of expulsion.

IV. **DELEGATION OF AUTHORITY**

- ~~A. None.~~ The Superintendent or designee shall react promptly to information concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.
- B. When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

W

V. **REFERENCES**

24 P.S. §13-1317.2.
 24 P.S. 1303-A
24 P.S. 1302-E
 20 U.S.C. 1400 et seq.
 22 PA Code 403.1
 18 Pa. C.S.A. 912
 18 U.S.C. 921
 18 U.S.C. 922
 34 CFR Part 300

Pol. 103.1
Pol. 113.1
Pol. 236.1



SECTION: STUDENTS

POLICY: 236.1

TITLE: THREAT ASSESSMENT

ORIGINAL:

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

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

II. DEFINITIONS

- A. **Behavioral service providers** – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider, which contracts with a state, county or local government to act as a behavioral health agency.
- B. **Bias** – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.
- C. **Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.
- D. **Threat assessment** – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

III. POLICY

- A. The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.
- B. Training
 - a. The School Safety and Security Coordinator shall ensure that threat assessment team members are provided individual and/or group training on:
 - i. Responsibilities of threat assessment team members.
 - ii. Process of identifying, reporting, assessing, responding to and intervening with threats.
 - iii. Identifying and avoiding racial, cultural or disability bias.
 - iv. Confidentiality requirements under state and federal laws and regulations, and Board policies.

- v. Student Assistance Program process.
 - vi. Youth suicide awareness, prevention and response.
 - vii. Safe2Say Something procedures.
 - viii. Multi-tiered systems of support.
 - ix. Positive Behavioral Intervention and Support.
 - b. Threat assessment team training shall be provided in accordance with applicable law and Board policy.
- C. Information for Students, Parents/Guardians and Staff
- a. The district shall notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.
 - b. The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.
 - c. The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.
- D. Reporting and Identification
- a. The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.
 - b. The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.
 - c. The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.
 - d. When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:
 - i. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
 - ii. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.
 - e. When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.

- f. Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.
- E. Safe Schools Incident Reporting –
- a. For Safe Schools reporting purposes, the term incident means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.
 - b. When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.
 - c. The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a district threat assessment team.
- B. The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.
- C. The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.
- D. The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.
- E. The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process and ensure compliance with law and Board policy.

V. REFERENCES

24 P.S. 1302-E

24 P.S. 1301-E
Pol. 832
Pol. 236
Pol. 805.2
Pol. 805
Pol. 819
Pol. 103
Pol. 113.4
Pol. 207
Pol. 216
Pol. 146.1
24 P.S. 1205.2
24 P.S. 1205.5
24 P.S. 1310-B
Pol. 333
Pol. 104
Pol. 105.1
Pol. 249
Pol. 805.1
23 Pa. C.S.A. 6311
Pol. 806
Pol. 247
Pol. 252
Pol. 226
Pol. 103.1
Pol. 113
Pol. 113.1
Pol. 113.2
Pol. 113.3
Pol. 146
Pol. 218
Pol. 218.1
Pol. 218.2
Pol. 233
Pol. 709
24 P.S. 1303-A
22 PA Code 10.2
35 P.S. 780-102
24 P.S. 1302.1-A
22 PA Code 10.21
22 PA Code 10.22
22 PA Code 10.25
20 U.S.C. 1232g
20 U.S.C. 1415
34 CFR Part 99
34 CFR Part 300
24 P.S. 1409
Pol. 209
Pol. 216.1
24 P.S. 1304-A
24 P.S. 1305-A

24 P.S. 1307-A
42 Pa. C.S.A. 6341
Pol. 218.3
24 P.S. 1304-D
22 PA Code 12.12
42 Pa. C.S.A. 5945
42 Pa. C.S.A. 8337
42 CFR Part 2
24 P.S. 1309-B
20 U.S.C. 1400 et seq
35 P.S. 7601 et seq
Pol. 203.1
PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12
Threat Assessment Procedures and Guidelines



SECTION: STUDENTS

POLICY: 247

TITLE: HAZING

ORIGINAL: January 14, 2002

CURRENT REVISION: December 7, 2020

LAST REVIEWED BY THE

COMMITTEE: March 23, 2021

I. PURPOSE

The Board of Directors is committed to maintaining a safe, positive environment for pupils and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

II. DEFINITIONS

- A. **Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:
- Violate federal or state criminal law.
 - Consume any food, liquid, alcoholic liquid, drug, or other substance, which subjects the student to a risk of emotional or physical harm.
 - Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
 - Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
 - Endure brutality of a sexual nature.
 - Endure any other activity that creates a reasonable likelihood of bodily injury to the student.
- B. **Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:
- The person acts with reckless indifference to the health and safety of the student; or
 - The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.
- C. **Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.
- D. Any activity, as described above, shall be deemed a violation of this policy regardless of whether the consent of the student was sought or obtained, or the conduct was sanctioned or approved by the school or organization.

- E. **Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.
- F. **Bodily injury**, for the purposes of this policy, shall mean impairment of physical condition or substantial pain.
- G. **Serious bodily injury**, for the purposes of this policy, shall mean bodily injury, which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
- H. **Incident**, for purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

III. POLICY

- A. The Board of School Directors prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.
- B. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone, or ignore any form of hazing.
- C. The Board encourages students who believe them, or others, have been subjected to hazing to report promptly such incidents to the building principal or designee.
- D. Title IX Sexual Harassment and Other Discrimination
 - ~~E~~.a. Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator.
 - ~~F~~.b. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.
 - ~~G~~.E. Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.
 - ~~H~~.F. Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.
 - ~~I~~.G. Consequences for Violations
 - ~~J~~.a. Safe Harbor – An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.
 - ~~K~~.b. Students – If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student

qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

~~L.c.~~ Nonstudent Violators/Organizational Hazing – If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment. If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to operate otherwise under the sanction or recognition of the district.

~~M.d.~~ Criminal Prosecution – Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

IV. DELEGATION OF AUTHORITY

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

~~B.~~ When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

~~B.C.~~ In addition to posting this policy on the district's publicly accessible website, the Superintendent or designee shall inform students, parents/guardian, sponsors, volunteer, and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by distributing the written policy, publishing this policy in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.

~~C.D.~~ The Superintendent or designee shall provide this policy, along with other applicable district policies, procedures, and Codes of Conduct, to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures, and Codes of Conduct.

~~D.E.~~ Referral to Law Enforcement and Safe Schools Reporting Requirements –

~~E.a.~~ The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

~~F.b.~~ The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law

and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

G.c. The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable.

H.d. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident.

I.e. The Superintendent or designee shall document attempts made to reach the parent/guardian.

J.f. In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

V. REFERENCES

18 Pa. C.S.A. 2802
18 Pa. C.S.A. 2803
18 Pa. C.S.A. 2804
18 Pa. C.S.A. 2808
18 Pa. C.S.A. 2806
18 Pa. C.S.A. 2801
24 P.S. 511
18 Pa. C.S.A. 2301
Pol. 122
Pol. 103
Pol. 103.1
18 Pa. C.S.A. 2810
24 P.S. 1303-A
22 PA Code 10.2
35 P.S. 780-102
24 P.S. 1302.1-A
22 PA Code 10.21
22 PA Code 10.22
Pol. 805.1
22 PA Code 10.25
Pol. 218
Pol. 218.2
Pol. 317
18 Pa. C.S.A. 2801 et seq.
22 PA Code 10.23
Pol. 113.1
Pol. 902

ATTACHMENT: Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form



SECTION: STUDENTS

POLICY: 249.1

**TITLE:
BULLYING/CYBERBULLYING**

ORIGINAL: November 24, 2008
CURRENT REVISION: December 7, 2020

**LAST REVIEWED BY THE
COMMITTEE:** March 23, 2021

I. 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 violence that is serious. Therefore, the Board prohibits bullying by District students.

II. DEFINITIONS

- A. **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:
 - a. Substantially interferes with a student's education.
 - b. Creates a threatening environment.
 - c. Substantially disrupts the orderly operation of the school.
- B. Bullying, as defined in this policy, includes cyber bullying.
- C. **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.
- D. District student means any student enrolled in any school in the Wissahickon School District or any student transported on Wissahickon School District vehicles.

III. POLICY

- A. The Board prohibits all forms of bullying by District students.
- B. The Board encourages students who believe they or others have been bullied to report promptly such incidents to the building principal or any responsible adult who shall then report the incident to the building principal or designee.
- C. Students are encouraged to use the District's report form, available from the building principal or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.
- D. The Board directs that oral and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be

reviewed for conduct that may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

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

E.F. Title IX Sexual Harassment and Other Discrimination

- a. Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

F.G. Confidentiality

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

G.H. Retaliation

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

H.I. Education

- a. This policy shall be included in the Code of Student Conduct disseminated annually to students.
- b. This policy shall be accessible in every classroom and posted in a prominent location within each school building and on the district website.
- c. The district may develop, implement, and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

I.J. Consequences for Violations

- a. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:
 - i. Counseling within the school.
 - ii. Parental conference.
 - iii. Loss of school privileges.
 - iv. Transfer to another school building, classroom, or school bus.
 - v. Exclusion from school-sponsored activities.
 - vi. Detention.
 - vii. Suspension.
 - viii. Expulsion.
 - ix. Counseling/therapy outside of school.

IV. DELEGATION OF AUTHORITY

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

- B. The Superintendent or his/her designee shall:
 - a. Develop administrative guidelines to implement this policy.
 - b. Ensure that this policy and administrative guidelines are reviewed annually with students, staff and adult volunteers.
- C. In cooperation with other appropriate administrators, review this policy every three (3) years and recommend necessary revisions to the Board.
- D. The District administration shall annually provide the following information with the Safe School Report:
 - a. Board's Bullying Policy.
 - b. Report of bullying incidents.
 - c. Information on the development and implementation of any bullying prevention, intervention or educational program.

V. **REFERENCES**

24 P.S. 1303.1-A
22 PA Code 12.3
20 U.S.C. 7118
24 P.S. 1302-A
Pol. 113.1
Pol. 103
Pol. 218
Pol. 103.1



SECTION: OPERATIONS

POLICY: 805

**TITLE: EMERGENCY
PREPAREDNESS AND RESPONSE**

ORIGINAL: March 17, 2008

CURRENT REVISION: March 30, 2020

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Board recognizes its responsibility to safeguard the health and welfare of District students, employees, visitors, and facilities. Therefore, the Board shall provide the 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 and comprehensive implementation are key components in protecting the safety and security of the school community.

II. DEFINITIONS

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

III. POLICY

A. Emergency Planning

The emergency preparedness plan shall be accessible in each district building to the appropriate district personnel, shall be reviewed at least annually, and shall be modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency, each local police department, and each local fire department that has jurisdiction over school property. The district shall obtain assurances from each receiving agency that the emergency preparedness plan will be safeguarded and maintained confidentially.

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.

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.

B. 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.

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.

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.

C. Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

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, and employees are required to complete a minimum of three (3) hours of training in these topics every five (5) years:

1. Situational awareness.
2. Trauma-informed approaches.
3. Behavioral health awareness.
4. Suicide and bullying awareness.
5. Substance use awareness.
6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat.
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.

D. 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.

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.

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. 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.

The Superintendent or designee shall:

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.

E. 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.

IV. DELEGATION OF AUTHORITY

A. The Superintendent or designee shall:

1. Collaborate with relevant stakeholders, including parents/guardians, staff, community agencies, local law enforcement agencies, and first responders during the development and implementation of the emergency preparedness plan.
2. Implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

B. The Superintendent shall:

1. Annually, on or before April 10, certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.
2. In accordance with state law and regulations, execute a memorandum of understanding with each local police department that has jurisdiction over school property.

C. The School Safety and Security Coordinator shall 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.

V. REFERENCES

22 PA Code 10.24
[22 PA Code 11.2](#)
35 Pa. C.S.A. 7701
[24 P.S. 520.1](#)
24 P.S. 15-1517
24 P.S. 15-1518

24 P.S. 13-1301-B
24 P.S. 13-1303-A
22 PA Code 10.11
24 P.S. 13-1303-B
24 P.S. 13-1302.1-A
35 Pa. C.S.A. 7301 et seq
24 P.S. 15-1501
24 P.S. 15-1506
24 P.S. 1-102
24 P.S. 13-1310-B
75 Pa. C.S.A. 4552
24 P.S. 13-1303-D
24 P.S. 12-1205.7
20 U.S.C. 7112
20 U.S.C. 7118
20 U.S.C. 7801
Pol. 146
Pol. 203
Pol. 203.1
Pol. 227
Pol. 236
[Pol 236.1](#)
Pol. 249
Pol. 333.1
Pol. 351
Pol. 431.1
Pol. 712
Pol. 803
Pol. 805.1
Pol. 805.2
Pol. 810
Pol. 819



SECTION: OPERATIONS

POLICY: 805.2

**TITLE: SCHOOL SECURITY
PERSONNEL**

ORIGINAL: March 30, 2020

CURRENT REVISION: July 20, 2020

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Board recognizes the imperative to employ, contract for, and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities. This policy will describe the district's plan for security personnel.

II. DEFINITIONS

- A. **School security personnel** - school resource officers and school security guards.
- B. **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.
- C. **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.
- D. **School Resource Officer (SRO)** - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office, and the district.
- E. **School security guard** - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties and has not been granted powers by the court to issue citations, detain individuals, or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.

III. POLICY

School Resource Officers (SROs)

In accordance with law, the district shall maintain an agreement with Lower Gwynedd Police Department to assign a School Resource Officer to specified district schools.

The agreement addresses the powers and duties conferred on SROs, which shall include but not be limited to:

- A. Assisting the district in developing Board policy, administrative regulations, or procedures to address crime.
- B. Educating students in crime prevention and safety.
- C. Coordinating all law enforcement responses at the school.
- D. Addressing crime and violence issues, gangs, and drug activities affecting or occurring in or around a school.
- E. Assisting administration and faculty in developing criminal justice programs for students.
- F. Ensuring the investigation and enforcement of criminal law violations at school.
- G. Other duties as agreed upon between the district and the Lower Gwynedd Police Department.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SROs separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.

SROs shall successfully complete required training, in accordance with law.

School Security Guards

The district shall hire and/or contract for one or more school security guards, in accordance with the provisions of law.

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

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

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

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

- A. School safety support services.
- B. Enhanced campus supervision.
- C. Assistance with disruptive students.
- D. Monitoring visitors on campus.
- E. Coordination with law enforcement officials, including SROs.
- F. Security functions that improve and maintain school safety.

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

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

IV. DELEGATION OF AUTHORITY

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.

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

- A. Overseeing all School Resource Officers (SROs) and school security guards.
- B. Reviewing and providing oversight of all Board policies, administrative regulations, and procedures related to school safety and security, and ensuring compliance with federal and state laws and regulations regarding school safety and security.
- C. Coordinating 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
- D. Coordinating 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
- E. Serving as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
- ~~E.F.~~ Serving on the district's threat assessment team and participate in required training and the threat assessment process.
- ~~F.G.~~ Coordinating School Safety and Security Assessments and responding to School Safety and Security surveys, as applicable.

By June 30 of each year, the Superintendent 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.

The Board directs the Superintendent to include the following information in the annual report:

- A. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team, the total number of threats assessed in the past year and any additional information on threat assessment, in accordance with Board policy.
- ~~A.B.~~ Reports of required emergency preparedness, fire, bus evacuation and school security drills.
- ~~B.C.~~ Information on required school safety and security training and resources provided to students and staff.
- ~~C.D.~~ Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
- ~~D.E.~~ 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.

- ~~E.F.~~ Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
- ~~F.G.~~ Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.
- ~~G.H.~~ Updates to laws, regulations, and/or Board policies related to school safety and security.
- ~~H.I.~~ Information on tours, inspections, and/or School Safety and Security Assessments of school facilities and programs.
- ~~I.J.~~ Information on grants or funding applied for and/or received in support of school safety and security efforts.

The Superintendent shall submit a copy of the report to the state's School Safety and Security Committee.

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

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

V. REFERENCES

- 24 P.S. 111
- 24 P.S. 111.1
- 24 P.S. 1301-C
- 24 P.S. 1309-B
- 24 P.S. 1305-B
- 24 P.S. 1302-C
- 24 P.S. 1302-E
- 24 P.S. 1310-C
- 24 P.S. 1311-C
- 24 P.S. 1303-C
- 24 P.S. 1304-C
- 24 P.S. 1305-C
- 22 PA Code 10.23
- 22 PA Code 14.104
- 22 PA Code 14.133
- 24 P.S. 1306-C
- 24 P.S. 1307-C
- 24 P.S. 1313-C
- 24 P.S. 1314-C
- 24 P.S. 1309-C
- 37 PA Code 241.5
- 37 PA Code 241.6
- 37 PA Code 241.1 et seq
- 23 Pa. C.S.A. 6344
- 23 Pa. C.S.A. 6344.3
- 42 Pa. C.S.A. 8953
- 44 Pa. C.S.A. 7301 et seq

44 Pa. C.S.A. 7310

53 Pa. C.S.A. 2303

53 Pa. C.S.A. 2301 et seq

Pol. 006

Pol. 110

Pol. 227

Pol 236.1

Pol. 246

Pol. 249

Pol. 253

Pol. 304

Pol. 351

Pol. 805

Pol. 805.1

Pol. 818

Pol. 904

Pol. 909



**SECTION: LOCAL BOARD
PROCEDURES AND GOALS**

POLICY: 006

TITLE: MEETINGS

ORIGINAL: November 5, 2018
MOST RECENT REVISION: July 20, 2020

**LAST REVIEW BY POLICY
COMMITTEE:**

I. PURPOSE

II. DEFINITIONS

None.

III. POLICY

A. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, state regulations, or Board procedures.

B. Quorum

A quorum shall be a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may adjourn to another time.

C. Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.

D. Notice

Notice of all open public meetings of the Board, including committee meetings and work sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.

- a. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place, and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.
- b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
- c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.

- d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date, and time of meeting and by sending copies of such notices to interested parties as required by law.
- e. Notice of all public meetings shall be given to any newspaper(s) circulating in the Wissahickon School District or a radio or television ~~station which~~ station that regularly broadcasts into the district and so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, self-addressed envelope for such notification.

Notice of all regular and special meetings of the Board shall be given to school directors not later than 24 hours prior to the time of the meeting.

Notice of executive sessions, if not previously announced, shall be provided in writing to members of the Board at least 24 hours prior to the executive session, when possible.

E. Regular Meetings

Regular meetings of the Board (including work session public board meetings) shall be public and shall be held at specified places and through a virtual meeting platform at least once every two (2) months. Regular Board meetings may be held solely through a virtual meeting platform, and not in person, due to extenuating circumstances, including, but not limited to, weather, pandemics, public health emergencies, or orders from governmental authorities.

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with ~~all such reports as~~ many supporting documents as can be completed, shall be provided to each school director at least three (3) days before the meeting. Draft copies of the agenda, together with all relevant ~~reports~~ supporting documents, will be made available in each district building on the Friday before the public meeting. The Board President may remove from the agenda any item of business for which all relevant material and ~~reports~~ supporting documents have not been prepared, if appropriate, and/or provided to school directors at least three (3) days prior to the meeting. The final agenda for each meeting shall be made available at least twenty-four (24) hours prior to the meeting, through posting the agenda on the District's district's publicly available website, at the District's district's main office, and at the meeting location.

F. Special Meetings

Special meetings shall be ~~publicly public,~~ in person and through a virtual meeting platform ~~public~~ except when conducted as an executive session in accordance with law and may be called for special or general purposes. Special meetings may be held solely through a virtual meeting platform, and not in person due to extenuating circumstances, including, but not limited to, weather, pandemics, public health emergencies, or orders from governmental authorities.

The President may call a special meeting at any time and shall call a special meeting upon the presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such ~~meeting~~ a meeting may be called at any time by a majority of the school directors. If a special meeting was called for a specific purpose, only that business named in the call sent to school directors for such special meeting shall be transacted.

The order of business for special meetings shall be as follows unless altered by the chairperson or a majority of those present and voting:

- a. Call To Order
- b. Roll Call
- c. Announcement
- d. Reading Notice of Meeting
- e. Transaction of business for which meeting was called
- f. Adjournment

G. Hearing of Citizens

A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules, prior to official action of the Board. (See Policy #903).

H. Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

The following action(s) require(s) the unanimous consent of all remaining members of the Board:

- a. Appoint as attorney or solicitor of the Board a school director who has served for two (2) consecutive terms of four (4) years each after resigning his/her office.
- b. Appoint as Board Secretary a school director who has resigned his/her office.

The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:

- a. Transfer of budgeted funds appropriated to a particular item of expenditure during the first three (3) months of the fiscal year.
- b. Transfer any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
- c. Incur a temporary debt or borrow money upon such obligation.
- d. Incur a temporary debt to meet an emergency or catastrophe.
- e. Borrow in anticipation of current revenue.
- f. Elect to a teaching position a person who has served as a school director and who has resigned before the expiration of the term for which the director was elected.
- g. Convey unused and unnecessary land or buildings to the municipality co-terminus with the school district or a volunteer fire company, volunteer ambulance cursive, or volunteer rescue squad located within the district, without consideration or without following the customary requirements for the sale or transfer of district real estate.
- h. Adopt or change textbooks without the recommendation of the Superintendent.
- i. Dismiss, after hearing, a tenured professional employee.
- j. Fix the fiscal year to begin on the first day of January.

The following actions require the recorded affirmative votes of a majority of the full number of school directors:

- a. Fixing the length of school term.
- b. Adopting textbooks recommended by the Superintendent.
- c. Appointing the district Superintendent and district Assistant Superintendents.
- d. Appointing teachers and principals.
- e. Adopting the annual budget.

- f. Appointing tax collectors and other appointees.
- g. Levying and assessing taxes.
- h. Purchasing, selling, or condemning land.
- i. Locating new buildings or changing the location of old ones.
- j. Adopting, modifying, or eliminating programs of instruction.
- k. Establishing additional schools or departments.
- l. Designating depositories for school funds.
- m. Expending district funds.
- n. Entering contracts of any kind, including contracts for the purchase of fuel or contracts for any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
- o. Fixing salaries or compensation of officers, employees, or other appointees of the Board.
- p. Combining or reorganizing into a larger school district.
- q. Entering contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
- r. Dismissing, after hearing, a Superintendent, Assistant Superintendent, or a non-tenured employee.
- s. Adopting a corporate seal for the district.
- t. Determining the location and amount of any real estate required by the school district for school purposes.
- u. Vacating and abandoning property to which the Board has title.
- v. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed for the whole day.
- w. Removing a school director.
- x. Declaring that a vacancy exists on the Board ~~by reason of~~because of the failure or neglect of a school director to qualify.
- y. Removing an officer of the Board.
- z. Removing an appointee of the Board.
- aa. Appointing a school director to fill a vacancy on the Board.
- bb. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.
- cc. Adopting, amending, or repealing a policy or guideline of the Board.
- dd. All such matters are not otherwise specified herein as may come before the Board.
- ee. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to ~~another,~~another or from one spending agency to another during the last nine (9) months of the fiscal year.

A school director shall be required to abstain from voting when the issue involves a conflict of interest under the Pa. Public Official and Employee Ethics Act, or the school director's relative is recommended for appointment to or dismissal from a teaching position.

When abstention is required by a conflict of interest, prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public and shall also~~shall~~ provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

The Board is encouraged to seek the guidance of the district solicitor or the States Ethics Commission for questions related to conflicts of interest.

I. Minutes

The Board shall cause to be made and shall retain as a permanent record of the district, minutes of all open meetings of the Board. Said minutes shall be comprehensible and complete and shall show:

- a. The date, place, and time of the meeting.
- b. The names of school directors are present.
- c. The presiding officer.
- d. The substance of all official actions and a summary of the discussions relating thereto.
- e. Actions taken.
- f. Recorded votes and a record by individual members of all roll call votes taken.
- g. The names of all citizens who appeared officially and the subject of their testimony.

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.

Notations and audiovisual recordings shall not be the official record of an open Board meeting but may be made available for public access, in accordance with Board policy.

J. Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided by law and Board policy.

K. Executive Session

The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.

The Board may discuss the following matters in the executive session:

- a. Employment issues.
- b. Labor relations.
- c. The purchase or lease of real estate.
- d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable ~~complaints which~~ complaints that may lead to litigation.
- e. ~~Matters which~~ Matters that must be conducted in private to protect a lawful privilege or confidentiality.
- f. School safety and security, of a nature that if conducted in public, would:
 1. Be reasonably likely to impair the effectiveness of school safety measures; or

2. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility, or information storage system.

Official actions based on discussions held in executive session shall be taken at a public meeting.

L. Work Sessions

Work sessions of the Board shall be conducted in the same manner as regular public meetings.

M. Committee Meetings

Committee meetings may be called at any time by the committee chairperson with proper public notice.

Members of the management team will be assigned to each Board committee to assist the Board members of the committee in their work.

Committee meetings shall be open to the public and public notice of such meetings shall be made in accordance with the requirements for public meetings. The chairperson may hold a meeting as an executive session, which will not be open to the public, for any reason for which an executive session of the Board can be held. Committee meetings may be held primarily or entirely through a virtual platform, in accordance with state law.

Members of the committee or the chairperson may invite District employees, contractors, or other people who may have special knowledge of the area under discussion to a committee meeting or an executive session.

An agenda of items to be discussed at each committee meeting shall be prepared by the appropriate member of the management team in conjunction with the Board committee chairperson, and written reports or data compilations relating thereto shall be prepared, where appropriate, and shall be provided to each committee member and the Board President at least two (2) days before the meeting. The committee chairperson may remove from the agenda any item of business for which all relevant reports or data compilations have not been prepared and/or provided to committee members at least two (2) days prior to the meeting. The final agenda for each meeting shall be made available at least twenty-four (24) hours prior to the meeting, through posting the agenda on the District's district's publicly available website, at the District's district's main office, and at the meeting location.

There will be a designated time for ~~public~~the public comment relating to items on the agenda. ~~Unless modified by the committee chairperson, public comment will be permitted after discussion is concluded on each such item of business. Minutes shall be taken and presented to the committee within ten (10) business days and, thereafter, presented to the Board.~~

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. 2-212
24 P.S.2- 224
24 P.S. 3-315
24 P.S. 3-324
24 P.S. 4-405
24 P.S. 4-407
24 P.S.4-408
24 P.S. 4-421
24 P.S. 4-422
24 P.S. 4-423
24 P.S. 4-425
24 P.S. 4-426
24 P.S. 4-427
24 P.S. 4-428
24 P.S. 4-433
24 P.S. 5-508
24 P.S. 5-514
24 P.S. 5-518
24 P.S. 6-609
24 P.S. 6-621
24 P.S. 6-634
24 P.S. 6-640
24 P.S. 6-671
24 P.S. 6-687
24 P.S. 7-702
24 P.S. 7-707
24 P.S. 7-708
24 P.S. 8-803
24 P.S. 10-1071
24 P.S. 10-1075
24 P.S. 10-1076
24 P.S. 10-1077
24 P.S. 10-1080
24 P.S. 11-1111
24 P.S. 11-1129
65 Pa. C.S.A. 701 et seq
65 Pa. C.S.A. 703
65 Pa. C.S.A. 705
65 Pa. C.S.A. 706
65 Pa. C.S.A. 707
65 Pa. C.S.A. 708
65 Pa. C.S.A. 709
65 Pa. C.S.A. 1101 et seq
65 Pa. C.S.A. 1102
65 Pa. C.S.A. 1103
PA Constitution,
 Art. III, Sec. I(a)
 Art. IV, Sec. 6
Pol. 003
Pol. 004
Pol. 005

Pol. 006
Pol. 107
Pol. 108
Pol. 604
Pol. 605
Pol. 606
Pol. 608
Pol. 610
Pol. 612
Pol. 800
Pol. 801
Pol. 827
Pol. 903

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**SECTION: LOCAL BOARD
PROCEDURES**

POLICY: 006.1

**TITLE: ATTENDANCE AT
MEETINGS VIA ELECTRONIC
COMMUNICATIONS**

**ORIGINAL:
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Board recognizes that factors such as illness, travel, schedule conflicts, weather conditions and other emergencies can make impossible the physical presence of a school director or other necessary participants at a Board meeting and that electronic communications can enable a school director or other necessary participants to participate in a meeting electronically from a remote location.

II. DEFINITIONS

None.

III. POLICY

- A. A school director shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. The Board President may permit other necessary participants to participate in meetings via electronic communications, as the Board President deems appropriate.
- B. The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.
- C. A school director who attends a meeting through electronic communications shall be considered present only if the school director can hear everything said at the meeting and all those attending the meeting can hear everything said by that school director and other participants addressing the Board. If the Board President determines either condition is not occurring, the Board President shall terminate the school director's attendance through electronic communications.
- D. A majority of school directors shall be physically present at a Board meeting when a school director attends through electronic communications.
- E. To attend a Board meeting through electronic communications, a school director shall comply with the following:
 - a. Submit such request to the Board President and Superintendent at least one week prior to the meeting.
 - b. Ensure that the remote location is quiet and free from background noise and interruptions.

- c. Participate in the entire Board meeting.

F. Emergency Conditions

- a. In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the Board shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all school directors and other necessary participants to fully participate in the conduct of official Board business through electronic communications.
- b. Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.
- c. The requirement for school directors to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.
- d. The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit public comments during open meetings via electronic communications, in accordance with law and Board procedures and policy.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. 407
Pol. 805
65 Pa. C.S.A. 701 et seq
Pol. 903
Pol. 006



SECTION: COMMUNITY

POLICY: 903

TITLE: PUBLIC PARTICIPATION IN PUBLIC MEETINGS

ORIGINAL: August 20, 2018

CURRENT REVISION:

LAST REVIEWED BY THE COMMITTEE:

I. PURPOSE

The Board recognizes the value ~~to~~of school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

II. DEFINITIONS

None.

III. POLICY

- A. The Board adopts this policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.
- B. To permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for members of the public to comment on matters of concern, official action, or deliberation before the Board prior to official action by the Board.
- C. The Board requires that public participants be current residents or taxpayers of this district, or
 - a. ~~anyone representing a group in the community or school district,~~
 - b. ~~a.~~ any representative of a firm eligible to bid on materials or services solicited by the Board,
 - e. ~~b. a~~ Any current district employee, or
 - c. ~~any parent/guardian of a currently enrolled district student~~
 - d. ~~any currently enrolled district student-district student or relative/guardian of student~~
- D. All individuals, both in-person and virtual, wishing to participate in a public Board meeting shall register their intent with the Board Secretary at the meeting, prior to the public comment section of the meeting, and shall include the name and address of the participant and the topic to be addressed ~~and group affiliation, if applicable~~.
 - a. Members of the public who are attending the public meeting in-person in the Board Room wishing to make a public comment should complete a blue speaker's form and submit it to the presiding officer prior to addressing the Board.

- e. ~~Members of the public who are attending the public meeting virtually via Zoom, wishing to make a public comment should use the 'raise hand' feature in the Zoom webinar.~~
- ~~D-E.~~ D-E. Both in-person and virtual Pparticipants must be recognized by the presiding officer and must preface their comments by an announcement of their name, and address, ~~and group affiliation if applicable.~~
- ~~E-F.~~ E-F. Each statement made by a participant shall be limited to three minutes' duration.
- ~~F-G.~~ F-G. A maximum of five ~~persons~~people may be allowed to speak on each topic.
- ~~G-H.~~ G-H. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.
- ~~H-I.~~ H-I. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
- ~~I-J.~~ I-J. It shall be the policy of the Board ~~to not~~not to engage in dialogue with or respond to questions from the audience during the meeting. ~~Answers to questions from the public shall be provided after the meeting, within a reasonable timeframe, posted on the public portion of the district's website.~~
- ~~J-K.~~ J-K. The presiding officer may
- a. temporarily waive, on a non-precedent setting basis, one or more of the above restrictions if in his or her judgement, circumstances, call for such a waiver,
 - b. interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant,
 - c. request any individual to leave the meeting when that person does not observe reasonable decorum,
 - d. request the assistance of law enforcement officers to remove a disorderly person when his/her conduct
 - e. call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting,
- ~~K-L.~~ K-L. No placards or banners will be permitted within the meeting room.
- ~~L-M.~~ L-M. The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.

IV. DELEGATION OF AUTHORITY

The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. ~~—~~

V. REFERENCES

65 Pa.C.S.A. 710
 65 Pa.C.S.A. 710.1
 24 P.S. 407
 65 Pa.C.S.A. 701, et seq. and
 Pol.icy 006

Recommended for Deletion



**SECTION: PROFESSIONAL
EMPLOYEES**

POLICY: 404

**TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES**

**ORIGINAL: January 14, 2002
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Wissahickon School District Board of School Directors places substantial responsibility for the implementation of the educational program and effective operation of the schools with the professional staff employed by the district. The Board of School Directors is committed to recruiting and hiring the most qualified, competent, talented and professional staff that can be secured to maximize the educational opportunities of every student of the Wissahickon School District consistent with standards of educational excellence.

II. DEFINITIONS

None.

III. POLICY

The Wissahickon Board of School Directors shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the district.

IV. DELEGATION OF AUTHORITY

The Superintendent or designee shall develop guidelines for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and state and federal law. It is the policy of the Wissahickon School District to provide equal employment opportunity in all employment practices. No individual(s) shall be excluded from participating in, or denied the benefits of, or be otherwise subject to discrimination in regard to any District employment opportunity on the grounds of race, color, religion, age, gender, national origin or handicap.

V. REFERENCES

None.



Recommended for Deletion

**SECTION: PROFESSIONAL
EMPLOYEES**

POLICY: 409

**TITLE: ASSIGNMENT AND
TRANSFER**

ORIGINAL: October 27, 2003

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The successful functioning of the District depends on the proper placement of qualified and competent professional personnel. The assignment and transfer of professional employees within the District shall be in accordance with the instructional needs of the District.

II. DEFINITIONS

None.

III. POLICY

The Board shall approve the initial assignment of professional personnel at the time of employment. The Superintendent or his/her designee may transfer employee(s) within the District when the needs of the District dictate such action.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or his/her designee shall provide a system of assignment or reassignment that includes voluntary transfers, involuntary transfers, and promotions.
- B. The Superintendent or his/her designee shall, in considering any assignment or transfer, base a decision on:
 - a. Need to balance various teaching skills among the schools.
 - b. Changing pupil population within the District.
 - c. Impact of proposed assignment on the educational program.
 - d. Employee's background and preparation for the position.
 - e. Employee's success in former positions.
 - f. Employee's desire for professional growth.
 - g. Employee's length of service in the District and in the position presently held.
 - h. Recommendations of the employee's administrative supervisors.
 - i. Administrative and operational efficiency advanced by the proposed assignment.
- C. The Superintendent or his/her designee shall develop administrative guidelines regulating assignment and transfer and insuring the District's compliance with applicable law.

V. REFERENCES

None.



Recommended for Deletion

**SECTION: PROFESSIONAL
EMPLOYEES**

POLICY: 411

**TITLE: SENIORITY PROCESS FOR
PROFESSIONAL STAFF
REDUCTION IN FORCE**

ORIGINAL: September 24, 1984

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. PURPOSE

II. DEFINITIONS

III. POLICY

- A. In the event it becomes necessary to reduce the number of professional employees, as that term is defined in the Public School Code of 1949, Article XI, Section 1101, 24 P.S. §11- 1101, included within the bargaining unit defined in Article 1 of the Wissahickon Education Association/ Wissahickon School District Negotiated Agreement, in accordance with the provisions of the Public School Code of 1949, Article XI, Section 1123, 23 P.S. §11-1124, said employees will be suspended in the inverse order of seniority within the Wissahickon School District.
- B. Approved leaves of absence shall not constitute breaks in service for purposes of computing seniority for suspension purposes. Seniority shall continue to accrue during suspension and all approved leaves of absence.
- C. Notice
 - a. The School Board shall make every effort to notify an employee of its intention to suspend such employee by April 15, and in no event later than July 1, of the school year preceding the school year in which the suspension is to be effective. The employee shall be notified by Certified Mail sent to the employee at his or her last-known address. In addition to notifying the individual employee, the School Board shall also inform the President of the Wissahickon Education Association of the proposed suspension.
- D. Seniority List
 - a. The School Board shall maintain a Seniority List. The Seniority List shall set forth the order of seniority of each employee and shall specify those areas in which an employee is certified. The list shall be prepared by the School District and made available to each employee by December 1 of each year.
 - b. An employee wishing to challenge his or her position on the Seniority List shall submit his or her challenge, in writing, setting forth the basis of the challenge, to the Superintendent no later than January 1. The Superintendent shall rule on the challenge

and notify the employee, in writing, of his or her decision no later than January 5. Any employee who wishes to challenge the Superintendent's decision shall submit the challenge, in writing, again setting forth the basis of the challenge, which shall be the same as those set forth in the challenge presented to the Superintendent, to the Board of Education on or before February 1. The Board of Education shall rule on the challenge and notify the employee of its decision no later than March 1. Any employee who fails to challenge the Seniority List in accordance with the foregoing procedure shall forfeit all right to challenge said list.

E. Staff Realignment

- a. When employees are suspended in accordance with the provisions of the Public School Code of 1949, Article XI, Section 1124, 24 P.S. §11-1124, the School District shall realign its staff so as to ensure that more senior employees are provided with the opportunity to fill positions for which they are certificated and which are being filled by less –senior employees. However, any such realignment shall be made in such a way as to allow the remaining teachers to provide adequate instruction in the subjects to be taught. Moreover, the District will not be required to realign staff where such realignment would educationally impractical.

F. Method of Breaking Ties and Seniorities

- a. For employees hired before June 30, 1984, whose initial date of employment is the same, seniority shall be determined by the date of hiring, i.e. by appointment by the Board of School Directors at a Public Board Meeting, as reflected in the Seniority List published in December 1984. For employees hired on or after July 1, 1984, whose initial date of employment is identical, seniority shall be determined by lottery. The initial date of employment shall mean the first regularly scheduled teacher day for which compensation was received in the School District as a temporary professional employee or a professional employee.

G. Reinstatement of Suspended Employees

- a. Suspended employees shall be reinstated based on their seniority within the Wissahickon School District. No new appointment shall be made while there is a suspended professional employee available who is properly certificated to fill such vacancy. Suspended employees must annually report to the Director of Personnel, in writing, their current addresses, and their intent to accept the same or similar positions from which they were suspended when the same become available. Employees shall be notified by Certified Mail to the last address of record that they are being reinstate.
- b. A suspended employee who fails to advise the Director of Personnel, in writing, of their acceptance of the position being offered, within (30) days following the date of mailing or fourteen (14) days following the receipt of said Notice, whichever comes first, shall forfeit all his or her rights to reinstatement. The School District will not be required to make more than one (1) offer of full-time regular reinstatement.
- c. A suspended employee who is on the reinstatement list may refuse to accept a part-time position or a full-time substitute position without forfeiting his or her rights to reinstatement.

H. Reduction from Full-Time to Part-Time

- a. Any reduction from a full-time position to a part-time position shall be considered a reduction in force and will be governed by the above reduction in force language.
- b. The employee has the right to refuse the part-time position without forfeiting his/her recall rights.

IV. DELEGATION OF AUTHORITY

V. REFERENCES



Recommended for Deletion

**SECTION: CLASSIFIED
EMPLOYEES**

POLICY: 502

**TITLE: ROLE OF SKILLED
SERVICES STAFF IN SUPPORT OF
INSTRUCTIONAL PROGRAM**

ORIGINAL: November 28, 1983

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. PURPOSE

The purpose of the Skilled Services Employees shall be to work harmoniously in reflecting a continual atmosphere of goodwill and cooperation within the Wissahickon School District community.

II. DEFINITIONS

A. The Skilled Service members are a group of specialists on the staff of the staff of the Wissahickon School District. The specialists in Skilled Services areas include:

- a. Food services
- b. Plant maintenance
- c. Plant operations
- d. Secretarial/clerical
- e. Transportation services

III. POLICY

A. Skilled Services Staff, in cooperation with the educational staff, has a responsibility to work toward a mutual understanding and respect of each other's roles. In fulfilling individual needs, as well as organizational objectives, The Skilled Services members shall maintain and project a positive self-image in their relationships and interactions with other groups in the school district.

B. The Skilled Services personnel have influence on the students of the school district. As specialists, they are concerned with providing the most pleasant learning environment for students. This is best accomplished by employees who are consistent, knowledgeable and responsible in serving the best interests of everyone in the Wissahickon School community by working cooperatively in promoting quality education.

IV. DELEGATION OF AUTHORITY

V. REFERENCES



Recommended for Deletion

SECTION: CLASSIFIED EMPLOYEES

POLICY: 504

**TITLE: EMPLOYMENT OF
CLASSIFIED EMPLOYEES**

ORIGINAL: January 14, 2002

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Wissahickon School District Board of School Directors recognizes the contribution that qualified and competent classified employees make to the effective operation of the District. The Board of School Directors is committed to recruiting and hiring the most qualified and competent classified employees available for the operations of the School District.

II. DEFINITIONS

For purposes of the 500 section of Board policy, classified positions shall be deemed to be Bookkeeper Coordinator, Child Accounting Census Specialist, Mechanic, Nursing Assistant (RN/LPN) Payroll Coordinator, Trainer/Bus Driver, Accounts Payable Clerk, Aquatics Assistant, Bus Driver, Business Office Clerk, Driver/Mechanic's Helper, Network Assistant, Night Crew Leader, Secretary, Security Officer, Technical Assistant, Technology Department Help Desk Secretary, Clerk Typist, Mechanic (General Maintenance), Media Assistant, Monitorial Assistant, Receptionist/Telephone Attendant, Special Education Assistant, TV Assistant, Technology Assistant, Technology Bookkeeper, Bus Assistant, Classroom Assistant, Custodian, and Lunchtime Assistant, Grounds Crew Leader, Grounds Crew Member, Van Driver, and any other classified position established by the Board.

III. POLICY

The Wissahickon Board of School Directors shall, by a majority vote of all members, approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the District.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her designee shall develop guidelines for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and state and federal law. It is the policy of the Wissahickon School District to provide equal employment opportunity in all employment practices. No individual(s) shall be excluded from participating in, or denied the benefits of, or be otherwise subject to discrimination in regard to any District employment opportunity on the grounds of race, color, religion, age, gender, national origin or handicap.

V. REFERENCES

None.



Recommended for Deletion

**SECTION: CLASSIFIED
EMPLOYEES**

POLICY: 509

**TITLE: ASSIGNMENT AND
TRANSFER**

ORIGINAL: October 27, 2003

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The successful functioning of the District depends on the proper placement of qualified and competent classified personnel. Assignment and transfer of classified employees shall be in accordance with the operating needs of the District.

II. DEFINITIONS

III. POLICY

The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from one job classification to another. The Superintendent or his/her designee may transfer employee(s) within a particular job classification in the District when the needs of the District dictate such action.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or his/her designee shall provide a system of assignment or reassignment that includes voluntary transfers, involuntary transfers, and promotions.
- B. The Superintendent or his/her designee shall, in considering any transfer, base a decision on the best interests of the District and its pupils. In determining when a transfer occurs the following issues will be considered:
 - a. Qualifications, certification, skill and ability to perform the required work.
 - b. Operational efficiency advanced by the proposed assignment.
 - c. Recommendations of the employee's supervisors.
 - d. Employee's success in former positions.
 - e. Employee's length of service in the District and in the position presently held.
 - f. The convenience and wishes of the employee.
- C. The Superintendent or his/her designee shall develop administrative guidelines regulating assignment and transfer and insuring the District's compliance with applicable law.

V. REFERENCES

None.



Recommended for Deletion

**SECTION: CLASSIFIED
EMPLOYEES**

POLICY: 511

**TITLE: SENIORITY PROCESS FOR
DECREASING THE SKILLED
SERVICE EMPLOYEE WORK
FORCE**

ORIGINAL: February 23, 1981

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

II. DEFINITIONS

III. POLICY

- A. In decreasing the skilled service employee work force, employees with the least seniority shall be laid off first according to the following procedure:
- a. Seniority shall mean an employee's length of continuous service within Wissahickon School District since the employee's most recent date of appointment or effective date of movement into a different job category grouping, except as otherwise noted in this policy.
 - b. Seniority shall be governed by comparison of employees within a similar job category grouping. By similar job category grouping is meant that particular group of employees having the appropriate characteristics of skilled service group, job classification, qualification/skill/ability in accordance with the job description, and working-time, as described in the following provisions:
 - i. An employee establishes seniority in his/her current position in relation to other employees within the same skilled service job classification group. In an instance wherein a difference in qualification, skill, or ability is required within the same job classification, skill, or ability in order to establish seniority over another employee.
 - ii. Working-time, for purpose of this policy, is categorized in the following rank order:
 1. Twelve month full-time, eight hours per day
 2. Twelve month part-time, less than eight hours per day
 3. Ten month, eight hours per day
 4. Ten month, less than eight hours per day

- iii. An employee in a higher rank order level has seniority over an employee in a lower rank order level in any part of this policy that includes a working-time element.
- c. An employee with longer continuous service in Wissahickon since the employee's most recent date of employment has greater seniority than an employee in the same job classification in a lower group as described in the skilled service job classification, if the employee with the longer service:
 - i. is in a higher rank order in working-time
 - ii. possesses the requisite qualification, skill, and ability to perform the job successfully.
- d. In no case, can an employee in a lower group as described in the skilled service job classification establish greater seniority than an employee in a higher group.
- e. Seniority shall continue to accumulate according to the provisions listed above during active employment and during authorized leave. After two years of such authorized leave, an employee will lose seniority if he/she does not return to employment.
- f. Upon successful completion of the probationary period, the effective date of employment will then apply for seniority purpose as described in this policy.
- g. An employee shall lose seniority through:
 - i. resignation or retirement
 - ii. termination or dismissal
 - iii. receiving an unsatisfactory rating. In this event, the employee must work at a satisfactory level for one year from the date of the unsatisfactory rating in order to restore seniority.
- h. The District shall have sole discretion as to job assignment and location within the new classification.
- i. In cases, which affect the efficient operation of the School District, the District retains the right to make any exception to the seniority procedures, which is deemed to be in the best interest of the School District and its students.

IV. DELEGATION OF AUTHORITY

V. REFERENCES