

## **JOINT OPERATING COMMITTEE**

### **DIRECTOR'S REPORT**

**DECEMBER 14, 2022**

- ITEM 1: Recommend approval to adopt the following policies: (Attachment #1)
- Policy #811 Bonding
  - Policy #812 Policy Manual
  - Policy #813 Other Insurance
  - Policy #814 NEW - Copyright Material
  - Policy #815 Acceptable Use of Internet, Computers and Network Resources
  - Policy #816 NEW - School Social Media
  - Policy #818 Contracted Services Personnel
  - Policy #819 Suicide Awareness, Prevention and Response
  - Policy #822 NEW - Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
  - Policy #823 NEW - Naloxone
  - Policy #824 NEW - Maintaining Professional Adult/Student Boundaries
  - Policy #827 NEW - Conflict of Interest
- ITEM 2: Recommend approval of Alissa Messina to attend an Ethnic Styling Class on November 14, at Platinum Hair Salon, at no cost. (Attachment #2)
- ITEM 3: Recommend approval of Enrico Mazza to attend the Aruba Atmosphere Training on managing networks on November 17, at Citizens Bank Park, at no cost. (Attachment #3)
- ITEM 4: Recommend approval of Dr. King to attend PACTA (Pennsylvania Association of Career and Technical Administrators) conference Hershey Conference Center and Hotel on February 9 to February 10, at a cost not to exceed \$610.00. (Attachment #4)
- ITEM 5: Recommend approval of adding Vanguard as a TSA provider. (Attachment #5)
- ITEM 6: Recommend approval of contract with Frontline Technologies to support absence management, trainings, and certifications with an annual fee of \$9,644.42. (Attachment #6)
- ITEM 7: Recommend approval of contract with DBS Building Solutions to provide additional custodial service, not to exceed \$3,185.00 per month. (Attachment #7)
- ITEM 8: Recommend approval of contract with the MCIU for network and systems service, for \$1,900.00. (Attachment #8)

- ITEM 9: Recommend approval of field trip for cosmetology students to Jolie Salon and Spa, on December 8, for training and interview, at no cost. (Attachment #9)
- ITEM 10: Recommend approval of students competing at SkillsUSA District 2, at Walnut Hill College, on January 11, at no cost. (Attachment #10)
- ITEM 11: Recommend approval of students competing at SkillsUSA District 2, at Bucks County Career and Technical School, on January 19, at no cost. (Attachment #11)
- ITEM 12: Recommend approval of students competing at SkillsUSA District 2, at Delaware Career and Technical School-Aston Campus, on January 31, cost not to exceed \$1,200.00. (Attachment #12)
- ITEM 13: Recommend approval of students competing at SkillsUSA District 2, at Delaware Career and Technical School-Folcroft Campus on February 1, cost not to exceed \$1,200.00. (Attachment #13)

DR. ANGELA KING  
EXECUTIVE DIRECTOR

Book	Policy Manual
Section	800 Operations
Title	Bonding
Code	811
Status	First Reading

**Purpose**

**Prudent trusteeship of the school’s resources dictates that employees responsible for the safekeeping of school funds be bonded.**

**Authority**

**The Joint Operating Committee directs that the school shall be indemnified against loss of money by bonding each employee required to be bonded by policy or by law. The Joint Operating Committee shall bear the cost of bonds for designated employees.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

**Enumeration and valuation on such bonds shall be determined annually.**

**All other employees shall be covered under a blanket bond.**

**The amount of each bond shall be commensurate with the financial responsibility of the position.**

- |       |                   |
|-------|-------------------|
| Legal | 1. 24 P.S. 409    |
|       | 2. 24 P.S. 431    |
|       | 3. 24 P.S. 436    |
|       | 4. 24 P.S. 684    |
|       | 5. 24 P.S. 1850.1 |

Book	Policy Manual
Section	800 Operations
Title	Property Insurance
Code	812
Status	First Reading

### **Purpose**

**The Joint Operating Committee recognizes its responsibility under law to insure the real and personal property of the school.**

### **Authority**

**The Joint Operating Committee has the authority and responsibility to provide adequate insurance coverage to protect the school's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost. [\[1\]](#)[\[2\]](#)**

**In placing insurance, the Joint Operating Committee shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage and assurance of coverage.**

- Legal
1. [24 P.S. 774](#)
  2. [24 P.S. 1850.1](#)

Book	Policy Manual
Section	800 Operations
Title	Other Insurance
Code	813
Status	First Reading

### **Purpose**

**Proper operation of the school requires that adequate, basic insurance programs be provided for the protection of the school and its employees.**

### **Authority**

**The Joint Operating Committee has the authority and responsibility to provide adequate insurance coverage to protect the school's interests.**[\[1\]](#)[\[2\]](#)

The Joint Operating Committee shall offer insurance coverage to administrators and regularly employed school staff members **in accordance with** state and federal law, and provisions of any applicable **compensation plan**, individual contract, **collective bargaining agreement**, employee handbook, or a Joint Operating Committee resolution.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

**In placing insurance, the Joint Operating Committee shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage and assurance of coverage.**

Legal	1. 24 P.S. 513
	2. 24 P.S. 774
	3. 24 P.S. 1850.1
	4. 29 U.S.C. 1161-1169

Book	Policy Manual
Section	800 Operations
Title	Copyright Material
Code	814 - NEW
Status	First Reading

### **Authority**

The Joint Operating Committee emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Joint Operating Committee acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.[\[1\]](#)

### **Definition**

Under the **fair use doctrine**, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:

1. *Purpose And Character Of The Use* – The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. *Nature Of The Copyrighted Work* – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.
3. *Amount And Substantiality Of The Portion Used* – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed.
4. *Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work* – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

### **Delegation of Responsibility**

Staff may make copies of the school's copyrighted materials that fall within established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the Administrative Director.

Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815
Status	First Reading

### **Purpose**

The Joint Operating Committee supports use of the computers, Internet and other network resources in the school's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

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

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

### **Definitions**

The term child pornography is defined under both federal and state law.

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

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

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

The term harmful to minors is defined under both federal and state law.

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

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;

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

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[5]

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

**Obscene** - any material or performance, if:[5]

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

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

### **Authority**

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

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

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

The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Administrative Director or designee.



The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[4\]](#)

1. Defamatory.
2. Lewd, vulgar, or profane.
3. **Threatening**.
4. **Harassing** or discriminatory.[\[9\]](#)[\[10\]](#)[\[11\]](#)
5. **Bullying**.[\[12\]](#)
6. Terroristic.[\[13\]](#)

The school reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the school operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]](#)[\[4\]](#)[\[14\]](#)

Upon request by students or staff, the Administrative Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[\[14\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.[\[3\]](#)[\[15\]](#)

### **Delegation of Responsibility**

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

The school shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the school website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[\[14\]](#)

Users of school networks or school-owned equipment shall, prior to being given access or being issued equipment, **sign user agreements** acknowledging awareness of the provisions of this policy, and awareness that the school uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

### **Student user agreements shall also be signed by a parent/guardian.**

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

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

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

**The Administrative Director or designee shall be responsible** for recommending technology and developing procedures used to determine whether the school's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[16\]](#)

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

The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[12\]](#)[\[17\]](#)

### Guidelines

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

### Safety

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

Internet safety measures shall effectively address the following:[\[4\]](#)[\[16\]](#)

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

### Prohibitions

Users **are expected to act in a responsible, ethical and legal manner in accordance with** Joint Operating Committee **policy, accepted rules of network etiquette, and federal and state law.** Specifically, the following uses are prohibited:

1. **Facilitating illegal activity.**
2. **Commercial or for-profit purposes.**
3. Nonwork or **nonschool related** work.
4. **Product advertisement or political lobbying.**
5. Bullying/Cyberbullying.[12][[17](#)]
6. **Hate mail, discriminatory remarks,** and offensive or inflammatory **communication.**
7. Unauthorized or **illegal installation, distribution, reproduction, or use of copyrighted materials.**
8. **Accessing, sending, receiving,** transferring, **viewing,** sharing or downloading **obscene, pornographic,** lewd, or otherwise illegal **materials,** images or photographs.[18]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.
10. **Inappropriate language or profanity.**
11. **Transmission of material likely to be offensive or objectionable to recipients.**
12. **Intentional obtaining or modifying of files, passwords, and data belonging to other users.**
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [19]
15. **Loading or using of unauthorized games, programs, files, or other electronic media.**
16. **Disruption of the work of other** users.
17. **Destruction, modification, abuse** or unauthorized access to network **hardware, software** and files.
18. Accessing the Internet, school computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

## **Security**

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

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[19][20]

### School Website

The school shall establish and maintain a website and shall develop and modify its **web pages to present information about the school or class activities** under the direction of the Administrative Director or designee. All users publishing content on the school website shall comply with this and other applicable Joint Operating Committee policies.

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

### Consequences for Inappropriate Use

**The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.**[14]

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

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

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

Failure to comply with this policy or inappropriate use of the Internet, school network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.  
[6][7][8]

Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 7131
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 103
10. Pol. 103.1
11. Pol. 104
12. Pol. 249
13. Pol. 218.2
14. 24 P.S. 4604
15. 24 P.S. 4610
16. 47 CFR 54.520
17. 24 P.S. 1303.1-A
18. Pol. 237
19. Pol. 814
20. 17 U.S.C. 101 et seq
- 18 Pa. C.S.A. 2709
- 24 P.S. 4601 et seq
- Pol. 220

Book	Policy Manual
Section	800 Operations
Title	School Social Media
Code	816 - NEW
Status	First Reading

### **Purpose**

The purpose of this policy is to establish the process and standards for approval and operation of school-owned social media accounts, and to identify the differences between personally owned social media accounts and those maintained by the school.

### **Definitions**

**Social media** - a category of Internet-based resources that integrate user-generated content and user participation to share information, ideas, personal messages and other content, including photos and videos. Social media includes **social networks**, which are online platforms where users can create profiles, share information and personal messages, and connect with others.

**School-owned social media account** - a social media account, regardless of platform, that is approved by the Joint Operating Committee and operated by a designated school employee(s), and is designed to further the educational mission of the school by providing information to the school community and general public.

**Personal social media account** - a social media account, regardless of platform, that is attributed to and operated by an employee, individual Joint Operating Committee member or student for personal use and is not approved by the Joint Operating Committee as an official communications channel of the school.

### **[Choose this option if the school establishes one or more social media accounts as a designated public forum and allows comments on posts]**

{x} **Designated public forum** - created when a school-owned social media account is intentionally opened for use by the public as a place for expressive activity where members of the public may communicate, post or comment on information, subject to viewpoint neutral rules designated by the Joint Operating Committee. In terms of social media, this would include the ability of public users to comment on or reply to social media posts, pictures, or videos.

### **[Choose this option if the school establishes social media accounts as a nonpublic public forum which disables the ability to comment on posts for one or more accounts]**

{ } **Nonpublic forum** - created when a school-owned social media account enables members of the public to read and receive school information, but the school has not designated opportunity for expressive activity by the public, and no commenting or posting of information by members of the public is permitted. In terms of social media, the ability to comment, post or reply is disabled on the school's account for public users.

### **Authority**

The Joint Operating Committee shall approve all official social media accounts created and/or maintained as school-owned accounts.[1]

All school-owned social media accounts shall display the official name and logo of the school.

**[Choose one or both of the appropriate options on forum, in consultation with school solicitor – the school may designate on the platform which forum type is applicable for the account]**

{x} The Joint Operating Committee establishes that school-owned social media accounts may operate as a **designated public forum**, where the public may comment and interact with information posted by the school, subject to the Joint Operating Committee's established rules.

{ } The Joint Operating Committee establishes school-owned social media accounts as a **nonpublic forum** and directs school staff to disable functions allowing public users to comment or post information on school-owned social media accounts.

**[Choose this option and the listing if the school establishes one or more accounts as a designated public forum]**

{x} The Joint Operating Committee approves the following rules for public interaction with school-owned social media accounts and directs staff to post this information on the school website and all social media accounts:

The school encourages community members to respond to posts and share comments that are constructive and courteous toward the school community. Statements and opinions expressed by visitors to the account do not reflect the opinions of the school. Questions regarding information should be directed to the building administrator or to the Administrative Director's office for school-wide information. The school shall review comments and may remove comments which:

1. Are profane, vulgar, harmful to minors or obscene, in accordance with Joint Operating Committee policy.[2]
2. Contain threats or contain personal attacks on individuals in the school community.
3. Promote, suggest or encourage illegal activity or incite violence.
4. Promote or endorse commercial products, services or businesses.[3]
5. Contain confidential information.
6. Contain false or libelous statements.
7. Contain hate speech directed at a protected class of individuals, in accordance with Joint Operating Committee policy on discrimination and harassment.[4][5]
8. Are spamming in nature (same comment posted repeatedly).

### **Delegation of Responsibility**

The Joint Operating Committee designates the Technology Coordinator or designee to oversee all school-owned social media accounts and serve as the primary contact person for school-owned social media accounts.

The Administrative Director or designee shall notify students and staff about this policy through employee and student handbooks, posting on the school website and by other appropriate methods.

All school staff assigned to monitor and maintain school-owned social media accounts shall receive training on:

1. Regularly reviewing school-owned social media accounts, in coordination with the school's chief communications representative, to update, remove and/or correct information.[6]
2. Complying with confidentiality provisions of student and staff information, in accordance with applicable law, regulations and Joint Operating Committee policy and administrative regulations. [7][8]
3. Monitoring content for confidentiality and intellectual property violations, documenting potential violations, and notifying appropriate school staff to consider further action.[7][8][9]
4. Monitoring content for web accessibility standards and responding to public requests for accommodations.[2][4][5]

**[Choose this option if the school establishes a designated public forum]**

5. {x} Monitoring public comments and responding, where appropriate, with clarification or redirection to additional information.

**[Choose this option if the school establishes a designated public forum]**

6. {x} Monitoring public comments according to the Joint Operating Committee's established rules, documenting potential violations, and notifying appropriate school staff to consider further action. Staff shall be provided training to assess comments in a viewpoint neutral manner, based on the Joint Operating Committee's approved rules, regardless of the specific subject matter of comments.

**[Choose this option if the school establishes a designated public forum]**

{x} The Joint Operating Committee authorizes designated school staff maintaining school-owned social media accounts to remove individual posts or comments by public users that violate the established social media rules of this policy. The Joint Operating Committee directs that review and consideration of posts or comments shall not discriminate on the basis of content or viewpoint, and staff must always be able to articulate the reason for removing a specific post, in accordance with Joint Operating Committee policy. Staff may consult with the Administrative Director or designee and the school solicitor in determining appropriate actions. Posts and comments may not be removed solely because they are critical of the school or school leadership, because they promote an unpopular opinion, or because of their viewpoint if the post or comment otherwise complies with the established social media rules.

**[Choose this option if the school establishes a designated public forum]**

x} Designated school staff may not block users from accessing or commenting on school-owned social media accounts unless the outside account is identified as a security or system threat or spam account. Staff may consult with the Administrative Director or designee and the school solicitor in determining appropriate actions.

**Guidelines**

Posting of Personally Identifiable Information

The Joint Operating Committee authorizes posting of student images in photos or videos depicting the educational process or school-related events on school-owned social media accounts, unless the students' parents/guardians have opted out of sharing directory information under the Family Educational Rights and Privacy Act and Joint Operating Committee policy.[7][8][10][11]

{x} or have declined to sign and return the school's notice of photography permission form.



The Joint Operating Committee prohibits posting of other personally identifiable information of students on school-owned social media accounts without the consent of the parent/guardian, in accordance with applicable law, regulations and Joint Operating Committee policy and administrative regulations.[7][8]

The Joint Operating Committee prohibits posting of staff images in photos or videos when a staff member has submitted a request to the Administrative Director or designee that their image not be posted publicly online.

{ } The Joint Operating Committee directs school staff to post images and information to social media accounts in a manner that protects the safety and security of students and staff, such as posting images without identification.

### Accessibility

The Joint Operating Committee directs school staff who maintain school-owned social media accounts to post content that is accessible to individuals with disabilities, to the greatest extent possible based on the limitations of the platform. This shall include, but is not limited to:[4][5][12][13][14][15]

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology.
5. Formatting text so that it is accessible to screen readers and other assistive technology.

All school-owned social media accounts shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

### Intellectual Property Rights

The illegal use of copyrighted, branded or trademarked materials or trade secrets is prohibited on school-owned social media accounts. All content shall be subject to copyright fair use guidelines and applicable laws, regulations and Joint Operating Committee policy and administrative regulations.[9]

### Connecting with Other Social Media Accounts

Content or information posted to school-owned social media accounts shall not be connected to other social media accounts through linking or tagging if the outside account is for a commercial application, product or service and the school or its employees would receive financial or other compensation as a result of the connection.

{ } When an official Joint Operating Committee-approved corporate sponsorship or partnership includes connecting with the sponsor on school-owned social media accounts through linking or tagging, such connections shall be addressed in accordance with the provisions of the approved contract or partnership.

School-owned social media accounts shall not be connected to social media accounts of individual students through linking or tagging.

{ } School-owned social media accounts may be connected through linking or tagging to social media accounts of school-related groups when the content or information has been reviewed and approved by the school's chief communications representative.

### Personal Social Media Accounts

The school shall not authorize, endorse or participate in posting on private social media accounts of individual Joint Operating Committee members or school employees.

Joint Operating Committee members and employees are strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Joint Operating Committee or school.

In accordance with Joint Operating Committee policy establishing professional boundaries, school employees should only communicate with students through school-provided communication devices or platforms, and shall not follow, accept or make requests to connect or be friends with current students on personal social networking or social media platforms.[16]

The school respects employees' freedom of expression. The school does not actively monitor personal social media accounts of current employees; however, the school reserves the right to address employees' job-related speech or employee speech posted on social media that has the potential to affect the school's operations. Speech that takes place off-site and on an employee's own time, including posting on personal social media accounts, may be addressed if the school establishes that the employee's expression infringed on the interests of the school in promoting the efficient and effective functioning and educational purpose of the school. If employee speech or expression would violate law or Joint Operating Committee policy in a traditional forum, it is also prohibited in an online forum. When an employee speaks as a citizen on a matter of public concern, the school shall consult with the school solicitor in determining the appropriate course of action, in accordance with applicable law, regulations and Joint Operating Committee policy.[17][18][19][20][21][22]

Student use of personal social media accounts shall be addressed in accordance with applicable Joint Operating Committee policies and administrative regulations related to student conduct, expression and students' individual rights and responsibilities. In accordance with Joint Operating Committee policy, the school shall ensure that students are provided education on network etiquette and appropriate online behavior for students, including interaction with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.[2][4][23][24][25][26][27][28]

### Consequences

A school employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable law, regulations and Joint Operating Committee policy and administrative regulations.[16][21][29]

## Legal

1. 24 P.S. 1850.1
  2. Pol. 815
  3. Pol. 913
  4. Pol. 103
  5. Pol. 104
  6. Pol. 911
  7. Pol. 113.3
  8. Pol. 216
  9. Pol. 814
  10. 20 U.S.C. 1232g
  11. 34 CFR Part 99
  12. 42 U.S.C. 12101 et seq
  13. 29 U.S.C. 794
  14. 28 CFR 35.160
  15. Pol. 103.1
  16. Pol. 824
  17. 24 P.S. 1122
  18. 24 P.S. 2070.1a et seq
  19. 22 PA Code 235.1 et seq
  20. U.S. Const. Amend. I
  21. Pol. 317
  22. Pol. 320
  23. 24 P.S. 1303.1-A
  24. 47 U.S.C. 254
  25. Pol. 218
  26. Pol. 220
  27. Pol. 235
  28. Pol. 249
  29. Pol. 317.1
- Knight First Amendment Inst. at Columbia Univ. v. Trump, 928 F.3d 226 (2d Cir. 2019)
- Davison v. Randall, 912 F.3d 666 (4th Cir. 2019)
- Garcetti v. Ceballos, 547 U.S. 410 (2006)
- Mike Campbell v. Cheri Toalson Reish, 986 F.3d 822 (8th Cir. 2021)
- Pickering v. Board of Education, 391 U.S. 563 (1968)
- Connick v. Myers, 461 U.S. 138 (1983)
- Rankin v. McPherson, 483 U.S. 378 (1988)
- Pol. 801

Book	Policy Manual
Section	800 Operations
Title	Contracted Services Personnel
Code	818
Status	First Reading

### **Purpose**

**In its effort to provide cost-effective programs, the Joint Operating Committee** uses outside independent contractors for a variety of purposes. The school is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the school. **This policy is** adopted to outline those requirements and the manner in which the school shall direct and monitor contractor compliance.

### **Definitions**

For purposes of this policy, **contractor employee** shall include an individual who:

1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and
2. Has or will have direct contact with children.

**Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.**[\[1\]](#)

For purposes of this policy, **independent contractor** shall mean an individual or entity that contracts with the school to provide services.

### **Authority**

**The school is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse** certifications, the employment history review requirement, and the arrest and conviction reporting requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Guidelines**

Prior to using contracted services, a written contractual agreement shall be entered into between the school and the independent contractor and maintained centrally by the school in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[\[5\]](#)
2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle

owned, leased or operated by the independent contractor in connection with school programs and services.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.

The Administrative Director or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[11\]](#)

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

### Pre-Employment Requirements

#### *Employment History Review -*

**Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the school** in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[\[4\]](#)

Independent contractors shall inform the school, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the school objects to the assignment, the independent contractor may not assign the contractor employee to the school.[\[4\]](#)

Independent contractors shall, upon request, provide the school to which a contractor employee is assigned access to the employee's employment history review records.

#### *Criminal History -*

Prior to assignment of contractor employees to perform work for the school in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[2\]](#)[\[3\]](#)

**Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form.** Contractor employees 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/contract, termination if already hired/contracted, and/or criminal prosecution.**[\[3\]](#)

#### *Tuberculosis Test -*

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[12\]](#)[\[13\]](#)

### Arrest and Conviction Reporting Requirements

**All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the school and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of**

**the occurrence, of an arrest or conviction required to be reported by law.** Contractor **employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator** in a founded or indicated report pursuant to **the Child Protective Services Law.** The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[\[3\]](#)[\[11\]](#)

**If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator** in a founded or indicated report, **from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Administrative Director or designee.**

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[3\]](#)[\[11\]](#)

Contractor employees who provide transportation services shall immediately notify the independent contractor and the school's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.[\[14\]](#)

### Educator Misconduct

If the Administrative Director reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Administrative Director or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Joint Operating Committee policy 317.1.[\[15\]](#)[\[16\]](#)

### Training

**Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:**[\[1\]](#)

1. **Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.**
2. **Provisions of the Educator Discipline Act, including mandatory reporting requirements.**[\[17\]](#)
3. **School policy related to reporting of suspected abuse and sexual misconduct.**[\[18\]](#)
4. **Maintenance of professional and appropriate relationships with students.**[\[19\]](#)

**Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.**[\[1\]](#)

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

### Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Joint Operating

Committee policy and administrative regulations.[18][20]

### Confidentiality

No contractor employee shall be permitted access to confidential student information unless the school has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Joint Operating Committee policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building administrator.[21][22]

### Legal

1. 24 P.S. 1205.6
2. 23 Pa. C.S.A. 6344
3. 24 P.S. 111
4. 24 P.S. 111.1
5. 55 PA Code 3490.132
6. 49 CFR Part 382
7. 67 PA Code 71.3
8. 75 Pa. C.S.A. 1612
9. 75 Pa. C.S.A. 3802
10. Pol. 810.1
11. 23 Pa. C.S.A. 6344.3
12. 24 P.S. 1418
13. 28 PA Code 23.44
14. 75 Pa. C.S.A. 1606
15. 24 P.S. 2070.9a
16. Pol. 317.1
17. 24 P.S. 2070.1a et seq
18. Pol. 806
19. Pol. 824
20. 23 Pa. C.S.A. 6311
21. Pol. 113.3
22. Pol. 216
- 24 P.S. 1362
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 75 Pa. C.S.A. 1601 et seq
- Pol. 610
- Pol. 810

Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819
Status	First Reading

### **Purpose**

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

### **Authority**

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

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

### **Definition**

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

### **Guidelines**

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

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

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

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

### **Lessons shall:**

- 1. Contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.**
- 2. Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.**



3. Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.
4. Adhere to safe and effective messaging guidelines, avoid graphic testimonials, and include reputable suicide prevention resources.

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

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

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

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

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

**The school may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources. A list of resources regarding suicide awareness and prevention shall be made available and maintained on the school's website and included with this policy, and shall be updated and revised by the school based upon information received from the Pennsylvania Department of Education and other relevant sources.**

### **METHODS OF PREVENTION <sup>[1]</sup>**

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

**In support of the school's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the Administrative Director, Assistant Director or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.**<sup>[7]</sup><sup>[8]</sup><sup>[9]</sup><sup>[10]</sup>

### **Suicide Prevention Coordinators**

**A school-wide suicide prevention coordinator shall be designated by the Administrative Director to act as a point of contact for issues relating to suicide. This may be an existing school employee. The school suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.**

### **Early Identification Procedures**

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

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

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

### **Referral Procedures**

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

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

### **Documentation**

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

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

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

### **Procedures for Students at Risk**

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

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

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

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

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

### **Students With Disabilities**

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

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

### **Documentation**

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

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

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

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

#### **Response to Suicide Attempt**

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

1. **Determining the roles and responsibilities of each crisis response team member.**
2. **Notifying students, employees and parents/guardians.**
3. **Working with families.**
4. **Responding appropriately to the media.**
5. **Collaborating with community providers.**

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

#### **Re-Entry Procedures**

**A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations.**[3][11][12][14][15]

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

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

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

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

#### Response to Suicide (Postvention)

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

The Administrative Director or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

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

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

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

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

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

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

#### **National:**

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

#### **Pennsylvania:**

- [List of Crisis Intervention contact information by county](#)
- [List of County CASSP and Children's Behavioral Health Contact Persons](#)

- [County Task Force Resources](#): By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

**National and State Organizations**

**National:**

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

**Pennsylvania:**

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

Legal

1. 24 P.S. 1526
2. Pol. 103
3. Pol. 103.1
4. Pol. 249
5. Pol. 806
6. Pol. 333
7. 22 PA Code 12.12
8. Pol. 207
9. Pol. 216
10. Pol. 236
11. Pol. 113
12. Pol. 113.2
13. Pol. 114
14. Pol. 117
15. Pol. 204
- Pol. 146
- Pol. 805
- Pol. 911

Book	Policy Manual
Section	800 Operations
Title	Naloxone
Code	823 - NEW
Status	First Reading

### **Authority**

As a means of enhancing the health and safety of its students, staff and visitors, the school may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.[\[1\]](#)[\[2\]](#)

### **Definitions**

**Drug overdose** - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.[\[1\]](#)

**Naloxone** - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

**Opioid** - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

### **Delegation of Responsibility**

The Administrative Director or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.

The school physician shall be the prescribing and supervising medical professional for the school's stocking and use of Naloxone. The Administrative Director or designee shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

### **Guidelines**

The school nurse shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of Naloxone to treat opioid drug overdoses and what it does;

2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and [\[1\]\[2\]](#)
5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies. [\[1\]\[2\]](#)

#### Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector).
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Administrative Director's office, and copies of the standing order shall be kept in each location where Naloxone is stored.

#### Training

Before any employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file. [\[2\]\[3\]](#)

A list of employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the administration office.

#### Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

### Administration of Naloxone

When responding to a suspected drug overdose, employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

### Referral to Law Enforcement and Parental Notification

The Administrative Director or designee shall immediately report incidents involving the use of controlled substances 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 Joint Operating Committee policies.[4][5][6][7][8][9][10]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian. [4][9][10][11]

### Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the school's Student Assistance Program.[12]

### Indemnification

The school shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:[2][13][14]

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
2. The employee successfully completed the training contemplated by this policy.



3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

Legal

1. 35 P.S. 780-113.7
2. 35 P.S. 780-113.8
3. Pol. 324
4. 22 PA Code 10.2
5. 22 PA Code 10.21
6. 22 PA Code 10.22
7. 24 P.S. 1302.1-A
8. 24 P.S. 1303-A
9. Pol. 227
10. Pol. 805.1
11. 22 PA Code 10.25
12. Pol. 236
13. 42 Pa. C.S.A. 8547
14. 42 Pa. C.S.A. 8548

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824 - NEW
Status	First Reading

### **Authority**

This policy applies to school employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include school students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with school students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

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

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the school or to interfere with participation in civic, religious or other outside organizations that include school students.

### **Definition**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

### **Delegation of Responsibility**

The Administrative Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Joint Operating Committee policy through employee and student handbooks, posting on the school website, and by other appropriate methods.

The building administrator or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

### **Guidelines**

Independent contractors doing business with the school shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.  
[\[2\]](#)

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

### Prohibited Conduct

#### *Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the school, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

#### *Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building administrator.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.

7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building administrator.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building administrator.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other school policies or by state or federal law and regulations.[5][6]

#### *Electronic Communications -*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, school-provided email or other school-provided communication devices or platforms shall be used when communicating electronically with students. The use of school-provided email or other school-provided communication devices or platforms shall be in accordance with school policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building administrator. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the school for this purpose, without the prior written approval of the building administrator.

### Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nonschool-related civic, religious, athletic, scouting or other organizations and programs whose participants may include school students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building administrator or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building administrator.[5][8]

All school employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Joint Operating Committee policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Administrative Director, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Administrative Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Administrative Director or designee shall make a report, in accordance with applicable law, regulations and Joint Operating Committee policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of Joint Operating Committee policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

### Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Joint Operating Committee policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][19][20][21][22]

#### Disciplinary Action

A school employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable school disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in the school for an appropriate period of time or permanently, as determined by the Administrative Director or designee.

#### Training

The school shall provide training with respect to the provisions of this policy to current and new school employees, volunteers and student teachers subject to this policy.

The school, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

## Legal

1. 24 P.S. 1850.1
2. Pol. 818
3. 18 Pa. C.S.A. 3124.2
4. 24 P.S. 2070.9f
5. Pol. 103
6. Pol. 103.1
7. Pol. 815
8. Pol. 104
9. 23 Pa. C.S.A. 6311
10. Pol. 806
11. 24 P.S. 2070.9a
12. Pol. 317.1
13. 24 P.S. 1302.1-A
14. 24 P.S. 1303-A
15. 22 PA Code 10.2
16. 22 PA Code 10.21
17. 22 PA Code 10.22
18. Pol. 805.1
19. Pol. 317
20. Pol. 113.1
21. Pol. 218
22. Pol. 233
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827 - NEW
Status	First Reading

### **Purpose**

This policy shall affirm standards of conduct established to ensure that Joint Operating Committee members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

### **Definitions**

**Confidential information** shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

**Conflict** or **Conflict of interest** shall mean use by a Joint Operating Committee member or employee of the authority of their office or employment, or any confidential information received through their holding public office or employment, for the private pecuniary benefit of them, a member of his/her immediate family or a business with which they or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Joint Operating Committee member or employee, a member of their immediate family or a business with which s/he or a member of their immediate family is associated.[\[1\]](#)

**De minimis economic impact** shall mean an economic consequence which has an insignificant effect.[\[1\]](#)

**Financial interest** shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

**Honorarium** shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[\[1\]](#)

**Immediate family** shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[\[1\]](#)

**Business partner** shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

### **Delegation of Responsibility**

Each employee and Joint Operating Committee member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Joint Operating Committee prohibits members of the Joint



Operating Committee and employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

### Guidelines

All Joint Operating Committee members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

### Disclosure of Financial Interests

No Joint Operating Committee member shall be allowed to take the oath of office or enter or continue upon their duties, nor shall they receive compensation from public funds, unless they have filed a statement of financial interests as required by law.[2]

The school solicitor and designated school employees shall file a statement of financial interests as required by law and regulations.[3][4]

### Standards of Conduct

The school maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Joint Operating Committee members engaged in the selection, award and administration of contracts.[5]

No employee or Joint Operating Committee member may participate in the selection, award or administration of a contract supported by a federal award if they has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Joint Operating Committee member, any member of their immediate family, their business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

The school shall not enter into any contract with a Joint Operating Committee member or employee, or their spouse or child, or any business in which the person or their spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Joint Operating Committee has determined it is in the best interests of the school to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Joint Operating Committee member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Joint Operating Committee member or employee who in the discharge of their official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of their interest as a public record in a written statement to be attached to the Joint Operating Committee minutes.[1]

No public official or public employee shall accept an honorarium.[1]

Joint Operating Committee members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Joint Operating Committee policy.[5][6]

### Improper Influence

No person shall offer or give to a Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee , or a member of their immediate family or a business with which they are associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee would be influenced thereby.[1]

No Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Joint Operating Committee member, employee or nominee or candidate that the vote, official action or judgment of the Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee would be influenced thereby.[1]

### Organizational Conflicts

Organizational conflicts of interest may exist when due to the school's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the school may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[5]

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Administrative Director or designee to determine whether it is likely that the school would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any school employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Joint Operating Committee has determined that contracting with the related organization is in the best interests of the program involved.

### Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Administrative Director. If the Administrative Director is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Joint Operating Committee President.

Any perceived conflict of interest of a Joint Operating Committee member that is detected or suspected by any employee or third party shall be reported to the Joint Operating Committee President. If the Joint Operating Committee President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Administrative Director, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

The Administrative Director or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[Z]

### Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[Z]

### Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the school shall take prompt, corrective action to ensure that such conduct ceases and will not recur. School staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Joint Operating Committee policies, procedures, applicable collective bargaining agreements and state and federal laws.[8]

- Legal
1. [65 Pa. C.S.A. 1101 et seq](#)
  2. Pol. 004
  3. [51 PA Code 15.2](#)
  4. [65 Pa. C.S.A. 1104](#)
  5. [2 CFR 200.318](#)
  6. Pol. 322
  7. [2 CFR 200.112](#)
  8. Pol. 317
- Pol. 011  
Pol. 319  
Pol. 609  
Pol. 702

Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/  
Purpose:

Attendees:

Cost not to exceed:

Registration:	<input type="text" value="0"/>
Lodging:	<input type="text" value="0"/>
Transportation:	<input type="text" value="0"/>
Meals:	<input type="text" value="0"/>
Other (Describe):	<input type="text" value="0"/>
Total:	<input type="text" value="0"/>

Source of Funding: Budgeted General Funds: \$   
Grant:  Amount: \$

Submitted by:   
Supervisor's Approval:   
Director's Approval:



### Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/  
Purpose:

Attendees:

Cost not to exceed:

Registration:

Lodging:

Transportation:

Meals:

Other (Describe):

Total:

Source of Funding: Budgeted General Funds: \$

Grant:  Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



### Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/  
Purpose:

Attendees:

Cost not to exceed:

Registration:	<input type="text" value="\$210.00"/>
Lodging:	<input type="text" value="\$192.00"/>
Transportation:	<input type="text" value="\$107.50"/>
Meals:	<input type="text" value="\$100.00"/>
Other (Describe):	<input type="text"/>
<b>Total:</b>	<input type="text" value="\$609.50"/>

Source of Funding: Budgeted General Funds: \$

Grant:  Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:

## Plan Specifications – Vanguard 403(b) Services Program Non-ERISA Individual Custodial Accounts

### Section I: General Information

Legal Name of Employer	Central Montco Technical High School
Plan Name	Central Montco Technical High School 403(b) Plan
Employer Tax ID	23-1695809
TPA Aggregator ID (if applicable)	CENTRPAB2722
Plan Type	<b>403(b) Non-ERISA</b>
Custodial Account Structure	<b>Individual Custodial Agreement</b>
Multiple Providers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Plan Effective Date	
Plan Year End Date	06/30

### Section II: Source Types

Include	Money Type	Notes
Always	Employee Pre-Tax Contribution	
<input type="checkbox"/>	Employer Matching	
<input checked="" type="checkbox"/>	Pre-Tax Rollover	
<input checked="" type="checkbox"/>	Roth Deferral	
<input checked="" type="checkbox"/>	Employee Roth Rollover	
<input checked="" type="checkbox"/>	Employer Contribution	

Additional Information

### Section III: Contributions

Contribution Method	<input type="checkbox"/> Plan Sponsor Website <input checked="" type="checkbox"/> TPA Common Remitter
Catch-up Contribution	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Special Catch-up	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Allows Contract Exchanges In	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allows Plan to Plan Transfers In	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Fee schedule and allocation form

Plan name: Central Montco Technical High School 403(b) Plan (the "Plan")

Recordkeeping, administration & custody services1 Per participant
\$5 per month

If invoiced to employer is selected, the fee will be automatically deducted on or about the 5th business day of the month from the banking account identified on the ACH Authorization Form.

Transactions - charged to participant accounts per occurrence (if applicable)

Loan setup \$50
Annual loan maintenance \$25
Hardship distribution - When reviewed and calculated by Vanguard \$125 per review
Domestic Relations Order - When reviewed and qualified by Vanguard \$225 per review

Plan events - invoiced to employer

Onsite enrollment & education services \$750 per day plus expenses
Plan termination or deconversion \$750

Account structure:

Individual custodial account agreements (skip to Signature section)
Group custodial account agreement (continue to next section)

Revenue sharing:

Vanguard mutual funds do not pay revenue sharing. However, if your plan includes non-Vanguard mutual funds, those funds may pay revenue sharing (e.g., 12b-1 fees and/or shareholder servicing fees) for services provided to those mutual funds.

Revenue crediting. Revenue sharing can be credited to either a Revenue holding account ("RHA") or to Plan assets.

The Employer must select one of the following two options:

Revenue holding account. Revenue sharing is credited to the RHA for the purpose of paying reasonable and appropriate Plan expenses.
Plan assets. Revenue sharing is credited to participant accounts in proportion to participant account balances for any given investment as soon as administratively feasible after the revenue has been received.

If directed by the Employer, Vanguard may also pay fees from forfeitures available in the Plan (Note: This option is not available to plans that do not provide for payment of expenses from forfeitures in their plan document.).

By signing below, I hereby authorize and direct Vanguard to accept and act upon instructions outlined in this form. I acknowledge that this form supersedes in its entirety any prior Fee Schedule and Allocation Form previously filed with Vanguard.

Employer signature: [Signature] Print name: Tamara Jordan Date: 10/2/22

Retirement plan recordkeeping and administrative services are provided by The Vanguard Group, Inc. (VGI). VGI has entered into an agreement with Newport Group, Inc., to provide certain plan recordkeeping and administrative services on its behalf.





**Exhibit A Frontline Customer Order Form**

Q-121625

MSA-001f400000S8oNF

11/29/2022

1400 Atwater Drive Malvern, PA 19355

Customer:	Order Form Details:
-----------	---------------------

Central Montco Technical High School (District)  
 821 Plymouth Rd  
 PLYMOUTH MEETING, Pennsylvania, 19462-2596  
 United States

**Contact:** Tamara Darden  
**Title:** Director of Finance and Accounting  
**Phone:** 484-845-3572  
**Email:** tdarden@cmths.org

**Pricing Expiration:** 12/21/2022  
**Quote Currency:** USD  
**Account Manager:** Maggie Zimmerman

**Startup Cost Billing Terms:** One-Time, Invoiced after signing  
**Subscription Billing Frequency:** Annual  
**Sale Type:** New  
**Initial Term:** 4/03/2023 - 6/30/2024

Pricing Overview	Amount
------------------	--------

<b>One-Time Fees</b>	<b>\$6,000.00</b>
<b>Annual Recurring Fees</b>	<b>\$9,644.42</b>
<b>(Initial Term Prorated Fees)</b>	<b>\$2,351.65</b>

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
------------------------------------	----------	---------------	--------

Frontline Implementation	1	\$6,000.00	\$6,000.00
--------------------------	---	------------	------------

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
--	------------	----------	--------

(Frontline Central Solution Prorated Term)	4/03/2023	6/30/2023	\$1,158.88
(Absence & Substitute Management, unlimited usage for internal employees Prorated Term)	4/03/2023	6/30/2023	\$1,192.77
Frontline Central Solution	7/01/2023	6/30/2024	\$4,752.72
Absence & Substitute Management, unlimited usage for internal employees	7/01/2023	6/30/2024	\$4,891.70



Exhibit A Frontline Customer Order Form

Q-121625

MSA-001f400000S8oNF

11/29/2022

1400 Atwater Drive Malvern, PA 19355

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at https://www.frontlineeducation.com/master-services-agreement/ and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

<b>Frontline Technologies Group LLC dba Frontline Education</b>	<b>Central Montco Technical High School (District)</b>
Signature: _____	Signature: <u>Tamara Darden</u>
Name: _____	Name: <u>Tamara Darden</u>
Title: _____	Title: <u>Director of Finance and Accounting</u>
Address: <u>1400 Atwater Drive</u> <u>Malvern, PA 19355</u>	Address: <u>821 Plymouth Rd</u> <u>PLYMOUTH MEETING, Pennsylvania</u> <u>19462-2596</u>
Email: <u>billing@frontlineed.com</u>	Email: <u>tdarden@cmths.org</u>
Effective Date: _____	

# SERVICE AGREEMENT

non-performing party shall have two weeks (14 days) to cure or correct the specified faults. If these faults have not been cured or corrected within the (14) day "cure period", the claiming party may provide (30) day written notice of its intent to terminate service. Nonetheless, DBS reserves the right to suspend or cancel services immediately for non-payment of overdue invoices.

6. Customer will deliver to Company a signed copy of this Agreement and one set of keys for the Service Provider; however the keys should be left on site each day. Company will return keys to Customer upon cancelation of this agreement.

7. Customer agrees that during the term of this agreement and for twelve (12) months thereafter, Customer shall not solicit, employ or contract any employee, Service Provider or representative of DBS Building Solutions. If Customer violates this provision of the Service Agreement, Customer shall pay Company as liquidated damages a sum equal to twelve (12) months' worth of billing defined in this Agreement.


8. All written correspondence and invoice payments shall be mailed to DBS' corporate office and addressed to:  
**DBS Building Solutions, 815 Reservoir Ave, Cranston, RI 02910**

Please note: DBS accepts payment via check, ACH and credit card. There is an additional fee equal to 3% of the monthly billing amount for credit card payments made by telephone.

Accepted:

**"Central Montco Technical High School"**

**"DBS Building Solutions"**

  
\_\_\_\_\_  
Signed  
*Supervisor of Business Manager*  
\_\_\_\_\_  
Title  
*12/13/22*  
\_\_\_\_\_  
Date Signed

*Nicholas D. Monaco*  
\_\_\_\_\_  
Signed  
*Regional Director*  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date Signed

Please let us know your invoice preferences:

- ◇ If invoiced can be emailed to [Djohnson@cmths.org](mailto:Djohnson@cmths.org), there is nothing else we need.
- ◇ If you prefer to have invoices emailed to someone else, please provide their name and email address: \_\_\_\_\_
- ◇ If you prefer to have invoices mailed, please provide the necessary info below:  
\_\_\_\_\_

\*Note: please whitelist [dbsbuildingsolutions.com](http://dbsbuildingsolutions.com) to ensure delivery

# PRICING OVERVIEW

CUSTOMER	SPECIFICATIONS	
Central Montco Technical High School 821 Plymouth Rd Plymouth Meeting, PA 19462	<b>PRICE</b>	<b>\$3,185.00 PER MONTH MONDAY - THRU FRIDAY 6 HOURS PER VISIT \$3,950.00 MONDAY THRU FRIDAY 8 HOURS PER VISIT</b>
	<b>FREQUENCY</b>	<b>5 TIMES PER WEEK</b>
	<b>DETAILS</b>	<b>12:30 TO 6:30 OR 12:30 TO 9:00PM</b>



**MCIU SERVICE AGREEMENT**

THIS AGREEMENT (“Agreement”) is made as of December 9, 2022, by and between **MONTGOMERY COUNTY INTERMEDIATE UNIT**, a Pennsylvania intermediate unit, with its principal place of business at 2 West Lafayette Street, Norristown, Pennsylvania 19401 (“MCIU”) and **CENTRAL MONTCO TECHNICAL HIGH SCHOOL**, a Pennsylvania public school district, with its principal place of business 821 Plymouth Road, Plymouth Meeting, PA 19462 (“Client”).

BACKGROUND

MCIU, as a regional service agency, provides temporary workers and technology services to school districts in Montgomery County for various needs. Client has requested MCIU to provide technology services to school based upon the terms and conditions set forth in this Agreement.

This agreement will allow the MCIU to provide the following to Client:

Description	Rate
<p><u>Networking / System Administration Services</u>                      Onsite / Remote network support (In collaboration with CMTHS staff) including but not limited to:</p> <ul style="list-style-type: none"> <li>• Design, develop, troubleshoot, monitor, and maintain infrastructure and server technology including but not limited to:                             <ul style="list-style-type: none"> <li>○ Servers (virtual and physical), SANs, and appliances.</li> <li>○ Present and future client/server operating systems</li> <li>○ Directory Services, LDAP, and Active Directory.</li> <li>○ Backup and disaster recovery.</li> <li>○ Monitoring and troubleshooting tools, antivirus remediation, security best practices.</li> </ul> </li> </ul>	<p>20-hour Support Block - \$1,900.00</p>

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties intending to be legally bound hereby agree as follows:

1. Rate. MCIU shall bill the client monthly for services provided to the School pursuant hereto, based upon the rate listed above. Any overtime hours will need to be agreed to in advance by Client and MCIU for this service.
2. Term. The term of this Agreement shall be valid **January 1, 2023 until June 30, 2023.**



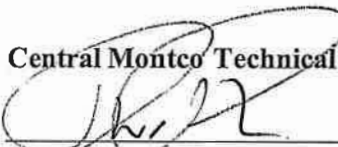
# MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

3. Independent Contractor. MCIU understands that in performing this Agreement, MCIU is acting in the capacity of an independent contractor, and the MCIU shall not be an agent, servant, partner, nor employee of the School. School hereby indemnifies and holds the MCIU, its agents, servants, employees, board members and assigns, harmless from any and all claims, assessments, or liabilities associated with any investigation, litigation or administrative action relating to the School's technology department or the School's utilization of certain software or hardware on its computers.

4. Severability. If any term, provision or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect and the invalid provision shall be given the greatest degree of force and effectiveness possible, given the intent of the parties.

5. Consents. MCIU and School acknowledge and agree that all necessary approvals and consents have been obtained in connection with the execution of this Agreement and that each party signing this Agreement on behalf of the School and the MCIU has the full and complete authority to do so.

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement on the day and year first above written.

**Central Montco Technical High School**  
  
\_\_\_\_\_  
Signature

Thomas V. Thompson  
\_\_\_\_\_  
Printed Name

12/13/2022  
\_\_\_\_\_  
Date

**Montgomery County Intermediate Unit**  
\_\_\_\_\_  
Signature

Sandra Edling, Chief Financial Officer  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
 Request form must be submitted four (4) weeks prior to the event.

Today's Date: 11/1/22 Date of Trip: 12/8/22 Instructor making request: Mrs.Messina

Destination: Jolie Salon and Spa

Destination address: 750 Dekalb Pike, Blue Bell, PA 19422

Destination Telephone # and Contact Person: 610 277 2152 - Peter Lee or Manager Nicole

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: 8  
Mrs. Messina  Yes  No Session:  A.M.  P.M.  Both  
 \_\_\_\_\_  Yes  No  
 \_\_\_\_\_  Yes  No Leave 8am/12pm Return 10am/2pm

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Students who are interested in applying to Jolie will have the opportunity to interview on the spot, along with tour the salon and have a educational class.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

Work Studies Oppurtunities - Co-op- Job Interviewing- Salon Management- Career Readiness- Education  
*Small Van*

Source of Funding:

Budgeted General Funds \$ 0 Youth Club Fund Raising \$ 0  
 \_\_\_\_\_ Grant \$ 0 Individual Class Account \$ 0

Alissa Messina

Instructor's Signature \_\_\_\_\_  
 Director's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

J.O.C. Approval Date \_\_\_\_\_

Permission Slips Given to Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Bus: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cost: \_\_\_\_\_

**FIELD TRIP REQUEST FORM**

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
 Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12/13/22 Date of Trip: 01/11/23 Instructor making request: Sandra Brower

Destination: The Restaraunt School at Walnut Hill College

Destination address: 4207 Walnut St, Philadelphia, PA 19104

Destination Telephone # and Contact Person: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: 3

TBD  Yes  No Session:  A.M.  P.M.  Both

\_\_\_\_\_  Yes  No

\_\_\_\_\_  Yes  No Leave 6:45am Return 2:00pm

Transportation:  <sup>Big</sup>School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Students competed in in-class competitions to see who would represent CMTHS at the SkillsUSA district 2 competitions

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA Pennsylvania - District 2 offers competitive activities in which students strive to achieve in a variety of job skill and leadership areas. Competitions begin at the district level and continue through state and national levels. Competitions develop an enthusiasm for learning and a sense of accomplishment.

Source of Funding:

Budgeted General Funds \$ \_\_\_\_\_ Youth Club Fund Raising \$ \_\_\_\_\_

\_\_\_\_\_ Grant \$ \_\_\_\_\_ Individual Class Account \$ \_\_\_\_\_

  
 Instructor's Signature

  
 Supervisor's Signature

  
 Director's Signature

\_\_\_\_\_  
 J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Bus: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cost: \_\_\_\_\_



Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12/13/22 Date of Trip: 01/19/23 Instructor making request: Sandra Brower

Destination: Bucks County Career and Technical School

Destination address: 610 Wistar Rd, Fairless Hills PA 19030

Destination Telephone # and Contact Person: (215)949-1700

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating:

TBD \_\_\_\_\_  Yes  No Session:  A.M.  P.M.  Both

\_\_\_\_\_  Yes  No

\_\_\_\_\_  Yes  No

Leave  Return

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

The student competed in in-class competition to see who would represent CMTHS at the SkillsUSA district 2 competitions.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA Pennsylvania - District 2 offers competitive activities in which students strive to achieve in a variety of job skill and leadership areas. Competitions begin at the district level and continue through state and national levels. Competitions develop an enthusiasm for learning and a sense of accomplishment.

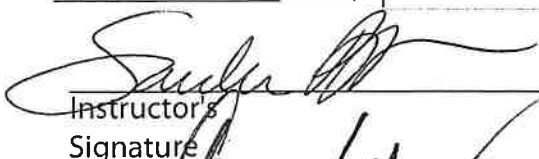
Source of Funding:

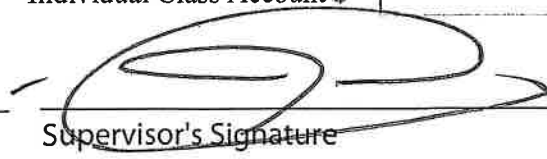
Budgeted General Funds \$

Youth Club Fund Raising \$

Grant \$

Individual Class Account \$

  
Instructor's Signature

  
Supervisor's Signature

Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Bus: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cost: \_\_\_\_\_

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
 Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12/13/22 Date of Trip: 01/31/23 Instructor making request: Sandra Brower

Destination: DCTS Aston Campus

Destination address: 100 Crozerville Road, Aston PA 19014

Destination Telephone # and Contact Person: (610)459-3050

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: 17

Sandra Brower \_\_\_\_\_  Yes  No

Session:  A.M.  P.M.  Both

TBD \_\_\_\_\_  Yes  No

TBD \_\_\_\_\_  Yes  No

Leave 6:45am Return 2:30pm

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation: *Not to exceed \$1,200.00*

Students competed in in-class competitions to see who would represent CMTHS at the SkillsUSA district 2 competitions

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA Pennsylvania - District 2 offers competitive activities in which students strive to achieve in a variety of job skill and leadership areas. Competitions begin at the district level and continue through state and national levels. Competitions develop an enthusiasm for learning and a sense of accomplishment.

Source of Funding:

Budgeted General Funds \$ \_\_\_\_\_

Youth Club Fund Raising \$ \_\_\_\_\_

\_\_\_\_\_ Grant \$ \_\_\_\_\_

Individual Class Account \$ \_\_\_\_\_

*Sandra Brower*  
 Instructor's Signature

*[Signature]*  
 Supervisor's Signature

*[Signature]*  
 Director's Signature

\_\_\_\_\_  
 J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Bus: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cost: \_\_\_\_\_

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
 Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12/13/22 Date of Trip: 02/01/23 Instructor making request: Sandra Brower

Destination: DCTS Folcroft Campus

Destination address: 701 Henderson Blvd; Folcroft PA

Destination Telephone # and Contact Person: (610)583-7620

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: 14

Sandra Brower  Yes  No Session:  A.M.  P.M.  Both

TBD  Yes  No

TBD  Yes  No Leave 6:45am Return 2:30pm

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

*\* Not to exceed \$200.00*

Students competed in in-class competitions to see who would represent CMTHS at the SkillsUSA district 2 competitions

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA Pennsylvania - District 2 offers competitive activities in which students strive to achieve in a variety of job skill and leadership areas. Competitions begin at the district level and continue through state and national levels. Competitions develop an enthusiasm for learning and a sense of accomplishment.

Source of Funding:

Budgeted General Funds \$ \_\_\_\_\_ Youth Club Fund Raising \$ \_\_\_\_\_

Grant \$ \_\_\_\_\_ Individual Class Account \$ \_\_\_\_\_

*Sandra Brower*  
 Instructor's Signature

*[Signature]*  
 Supervisor's Signature

*[Signature]*  
 Director's Signature

\_\_\_\_\_  
 J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Bus: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cost: \_\_\_\_\_