

September 12, 2022

General Exhibits

Hanover Area School District

STANDING ORDERS FOR SCHOOL HEALTH

Physician Approved – 08/25/2022

Board Approved –



Standing Orders and Health Policies for School Nurses and Assistant School Nurses

The health and safety of every student is very important to us. Our staff takes care to support and maintain the health and well-being of our students. Even in the safest school environment students may have accidents or become ill at school.

The Standing Orders and Health Policies for the School Nurse/Teachers contain procedures and policies for the response and management when a student's health may be compromised. It has been written in compliance with the Pennsylvania Rules and Regulations for School Health Programs and in collaboration with our School Physician, Susan Werner, MD.

The School Nurse may make nursing judgements based on their professional knowledge and acceptable medical guidelines, which may not be included in this document. Copies of this document are available in the health office of each school.

Health Staff

Certified School Nurses

1. Amanda Turner, RN (Jr/Sr High School)
2. Brittany Owens, RN (Memorial Elem.)

Assistant School Nurses

1. Megan Cassano, LPN (Lee Park Elem.)
2. Lisa McCance, LPN (Lyndwood Elem.)
3. Taylor Farrell, LPN (Hanover Green)

School Physician

1. Susan Werner, MD.

**Hanover Area School District ABBREVIATIONS FOR USE WITH
STANDING ORDERS FOR SCHOOL HEALTH PROGRAMS**

Phrase	Abbreviation
As needed	PRN
Emergency medical services	EMS
Health Care Provider	HCP
Individualized Emergency Care Plan	IECP
Individualized Health Plan	IHP
Hanover Area School District	HASD
Per manufacturer's recommended dosage	PMRD
Pennsylvania Department of Health	PADOH
Certified School Nurse	CSN

ABRASIONS/LACERATIONS

Superficial:

1. Wash with soap and water
2. Apply pressure PRN
3. May apply antibiotic ointment PRN
4. Cover with dressing

Deep:

1. Apply direct pressure at site
2. Elevate affected area if possible
3. Cover with dressing
4. Notify parent/guardian and refer for medical evaluation PRN

ALCOHOL/DRUG ABUSE

If a student appears to be under the influence of drugs or alcohol the following procedures should be followed:

1. Monitor vital signs
2. Try to determine what substance(s) are involved and how the substance(s) was taken
3. Notify 9-1-1 if appropriate
4. Notify principal or other appropriate administrator
5. Notify parent/guardian

ALLERGIES

Allergic reactions can be caused by many factors such as food, drugs or environment. Mild reactions may include swelling and redness at the site, hives and itching.

Mild:

1. Observe
2. If student has history of allergies, follow his/her Individualized Emergency Care Plan if on file for the school year
3. Apply ice
4. Apply topical Caladryl or Hydrocortisone 1% PRN
5. Administer oral Diphenhydramine PRN per MD

Severe reactions may include but are not limited to intense itching, full body rash, GI symptoms, and respiratory symptoms.

Severe:

1. If student has history (see #2 above)
2. If student does not have an identified allergy, administer stock Epi-pen per MD in accordance with PADOH Rules and Regulations for School Health Programs
3. Call 9-1-1 and have student transported to nearest Hospital
4. Notify parent/guardian
5. Notify principal

BEE STINGS (WASP, YELLOW JACKET, HORNET)

History of Severe Reaction:

1. Follow Individualized Emergency Care Plan
2. Remove stinger, if visible

No Known History:

1. Remove stinger, if visible
2. Cleanse area.
3. Apply ice and "StingRelief" if available
4. Watch for systemic reaction
5. Administer Benadryl or Epi-pen in accordance with PADOH Rules and Regulations for School Health Programs

BITES (ANIMAL/HUMAN)

If skin is broken:

1. Cleanse wound
2. Apply dressing
3. Notify parent/guardian and urge medical care
4. Report incident to school principal or police, if appropriate

If skin is not broken:

1. Apply ice PRN

BLEEDING

1. Wash site
2. Apply pressure at the site using clean dressing
3. Elevate part PRN
4. Apply antibiotic ointment and bandage PRN
5. Notify parent/guardian PRN

BLISTERS

1. Clean with water
2. Apply a loose, dry dressing
3. If open, use antibiotic ointment PRN
4. May apply ice PRN for comfort

BRUISES

1. Apply ice pack to recent bruises
2. Notify parent/guardian PRN

BURNS

Superficial Burn

1. Dry and painful (skin reddened)
 1. Hold affected area under cool water
 2. Apply icepack PRN
 3. Apply Burn Gel or antibiotic ointment PRN
2. Partial Thickness (skin blistered). These blisters may be open and seep fluid.
 1. Flush with cool water
 2. Cover with non-stick dressing
3. Full Thickness(extensive)
 1. Flush with cool water
 2. Do not attempt to remove burned material from skin
 3. Notify 9-1-1, parent/guardian and principal

Chemical Burn

1. Flush with copious amounts of water for acid or alkali burn

2. Notify 9-1-1, parent/guardian and principal

CHEST PAINS

Adult:

1. Monitor vital signs
2. Call 911

Child:

1. Monitor vital signs
2. Advise medical care as needed for symptoms
3. Call 911 if necessary

CHOKING

Conscious Victim and Coughing

Allow them to cough object out

Conscious Victim and Cannot Speak or Breathe

1. Notify 9-1-1
2. Give 5 quick upward abdominal thrusts
3. Lean victim forward and give 5 back blows with heel of hand
4. Continue back blows and abdominal thrusts until:
 - A. Object is forced out
 - B. Victim can breathe or cough forcefully
 - C. Victim becomes unconscious
5. Notify parent/guardian
6. Notify principal

Unconscious Choking Victim:

1. Notify 9-1-1
2. Assess airway
3. Re-tilt head attempt 2 rescue breaths
4. If chest does not rise, give 30 chest compressions
5. Look for object
6. Continue breaths and compressions until EMS assumes care of victim
7. Notify parent/guardian
8. Notify principal

DENTAL

Toothache

1. Rinse the mouth vigorously with warm water to clean out debris
2. Use dental floss to remove any food that might be trapped between the teeth
3. Urge immediate attention if toothache is unresolved

Lost Tooth –Glove Protection When Necessary

1. Primary (baby) Tooth

- a. Hold gauze to area to control bleeding
- b. Rinse mouth with water

2. Permanent Tooth

- a. Locate missing tooth; do not clean or handle root
- b. Do not place tooth in socket
- c. Place in tooth preserving system or milk
- d. Send to dentist within 30 minutes if possible

3. Broken Tooth

- a. Try to clean dirt or debris from injured area with warm water
- b. Place cold pack on face next to injured tooth to minimize swelling
- c. Notify parent/guardian that immediate attention by a dentist is recommended

4. Bitten Tongue or Lip

- a. Apply direct pressure to bleeding area with a sterile or clean cloth
- b. If swelling is present, apply cold compresses
- c. If bleeding persists or if the bite is severe, urge medical attention

5. Objects Wedged Between the Teeth

- a. Try to remove the object with dental floss; guide the floss in carefully so as not to cut the gums
- b. If unsuccessful, recommend attention by a dentist

6. Possible Fractured Jaw

- a. If suspected, immobilize the jaw
- b. Notify Parent/guardian
- c. Transport to child's dentist or hospital as necessary

7. Orthodontic Emergencies

- a. A protruding wire from a brace can be gently bent out of the way to relieve discomfort

- b. If wire cannot be bent, cover the end with an orthodontic wax to prevent irritations
- c. Do not try to remove pieces of wire embedded in cheek, gum or tongue
- d. Alert parent/guardian of need for orthodontic evaluation

DIABETES

1. Follow child's Individualized Health Care Plan and Individualized Emergency Care Plan – must receive new orders each academic year
2. Follow PADOH Rules and Regulations for School Health Programs manual for Diabetes Care Management

EAR ISSUES

Discomfort

1. Check temperature
2. Assess with otoscope, if available
3. Warm pack to ear PRN
4. Notify parent/guardian and advise medical care PRN
5. Administer Acetaminophen or Ibuprofen PRN per MD with parent/guardian permission

Foreign Body:

1. Assess with otoscope, if available
2. Remove object IF easily accessible
3. Notify parent/guardian and urge medical care PRN

EYE ISSUES

Chemical in Eye:

1. Wash with great quantities of luke warm water (use eye wash solution, eyewash station or saline for irrigation) for at least 15 minutes
2. Attempt to identify chemical
3. Call Poison Control at 1-800-222-1222 for advice PRN
4. Notify parent/guardian and urge medical care if symptoms persist

Eye Infection Symptoms/Allergy Symptoms:

1. If eye actively draining, crusty, red, itchy, call parent/guardian for dismissal and medical treatment; request note from health care provider
2. Offer eye wash or cool compress for allergy symptoms

Foreign Object in Eye:

1. Do not attempt to remove if embedded
2. Flush gently with saline, eyewash, or use eyewash station (if minor)
3. Notify parent/guardian, advise medical care PRN
4. Call 9-1-1 if severe

Minor Injury:

1. Assess extent of injury
2. Assess for visual changes
3. Apply icepack PRN
4. Notify parent/guardian PRN

Sty:

1. Apply moist, warm compress PRN
2. Refer for medical evaluation if no relief PRN

FAINTING

1. Maintain open airway
2. Determine if there are any injuries
3. Keep victim lying down with legs elevated
4. Monitor vital signs
5. Notify parent/guardian
6. Notify 9-1-1 if recurrent or prolonged

FRACTURES/DISLOCATIONS (SUSPECTED)**Suspected Back, Neck or Spine Injury:**

1. Do not move student
2. Maintain head and neck in position
3. Keep victim warm and comfortable
4. Call 911 if necessary

Other Possible Fractures/Dislocations:

1. Do not attempt to move student until injured part is immobilized
2. Cover any broken skin with non-stick dressing
3. Elevate injured part over heart PRN
4. Apply ice
5. Do not allow weight bearing on painful extremity
6. Ace wrap PRN
7. Notify parent/guardian and advise medical care PRN

FROSTBITE

1. Immerse affected area in luke warm water
2. Do not rub affected area
3. Do not break blisters; cover with dressing
4. Advise parent/guardian to follow up with healthcare provider PRN

HEADACHE

1. Check for possible injury
2. Check temperature
3. Temperature of 100 or greater call parent/guardian for dismissal
4. If no fever, offer rest with ice to head and offer water
5. School Nurse may administer Acetaminophen or Ibuprofen after assessment and parent/guardian permission
6. Report frequent complaints to parent/guardian

HEAD INJURY

1. Apply dressing to any open wounds
2. Apply ice to affected area
3. Allow student to rest
4. Assess student for the following and notify parent/guardian if any of these symptoms are present:
 1. Double or blurred vision, unequal pupils, pupils not reacting to light
 2. Nausea and vomiting
 3. Headache
 4. Drowsiness
 5. Confusion, restlessness, or agitation
 6. **FOR ANY LOSS OF CONSCIOUSNESS CALL 9-1-1 THEN NOTIFY PARENT/GUARDIAN**
 7. "Head Injury Notice" to be sent home if indicated
 8. Any student diagnosed with a concussion requires a medical note prior to return to school

INSECT BITES

1. Wash area with soap and water
2. Apply Caladryl/Hydrocortisone Cream or "StingRelief" PRN
3. For known insect allergy follow student's Individualized Health Care Plan and Emergency Care Plan

NASAL ISSUES**Nosebleeds:**

1. Position student sitting slightly forward and down, breathing through mouth
2. Press along sides of nose firmly, may use the nose clips if available
3. May apply ice pack in combination with pressure
4. Instruct student not to blow nose so as not to dislodge clot
5. Notify parent/guardian if persistent (over 20 minutes) or frequent

Foreign Objects:

Notify parent/guardian and urge immediate medical care

PEDICULOSIS:

1. Inform parent/guardian of American Academy of Pediatrics treatment recommendation
2. School Nurse will assess other students with direct contact in student's homeroom
3. Notify other building nurses if student has siblings in their buildings for pediculosis assessment
4. Re-check student prior to return to school after treatment, student cannot ride the bus until cleared by the nurse to return

POISONING

1. Try to obtain brand name or specific information about substance
2. Keep container if obtained
3. Call Poison Control Center at 1-800-222-1222
4. Call 9-1-1 as needed
5. Contact parent/guardian and principal

PUNCTURE WOUNDS

1. If object is impaled do not remove

2. Wash with soap and water
3. Confirm date of last tetanus shot
4. Refer for medical care as needed

RASHES

1. Assess and evaluate for communicability
2. Treat with topical hydrocortisone cream
3. Monitor temperature as needed
4. Refer for medical evaluation as needed
5. Obtain return to school note if deemed to be possibly communicable

RESPIRATORY ISSUES

1. Observe/respiratory assessment
 - a. Lung sounds and cough
 - b. Pulse ox/ O2 saturation
 - c. Respiratory rate
 - d. Temperature check
2. Administer inhaler PRN if ordered
3. Offer lozenge (except for Hanover Green and Lee Park students), sips of water, rest PRN
4. Contact parent/guardian if complaints continue or symptoms worsen

SEIZURES

1. If known history, follow Individualized Emergency Care Plan
2. If no seizure history:
 1. Turn victim on side and call 9-1-1
 2. Do not place anything in the mouth
 3. Do not attempt to stop convulsive movements
 4. Time seizure if possible
 5. Clear area of all objects which could cause injury
 6. Try to put a soft article under head to prevent injury (sweater, back pack)
 7. Contact parent/guardian

SORE THROAT

1. Take temperature and examine throat
2. Palpate pharyngeal glands PRN
3. Use normal saline gargle/throat lozenges (age appropriate) PRN

4. Notify parent/guardian to see primary care physician if there is fever or if tonsils appear infected

SPLINTERS

1. Remove splinter if part is accessible above skin
2. Do not break skin in an effort to remove a splinter that is already encapsulated in the skin
3. Warm soak PRN
4. Cleanse area
5. Cover with antibiotic ointment and bandaid
6. Notify parent/guardian if medical care is needed

STOMACH ACHE/MINOR INDIGESTION

1. Assess diet/elimination
2. Check temperature
3. If no other symptoms, may administer Tums (antacid) per standing order and parent permission
4. Dismiss child for vomiting and notify parent/guardian of return to school guidelines

TICKS

1. Remove with forceps or TickOff Tool if able
2. Cleanse area with soap and water
3. Notify parent/guardian and or send home Tick Removal Notice
4. Send tick home in sealed plastic bag PRN
5. If a tick is deeply embedded, do not remove; refer for medical treatment
6. Do not use peppermint oil on any Ticks

Susan Werner

Dr. Susan Werner

8-25-22.

Date

MD435373

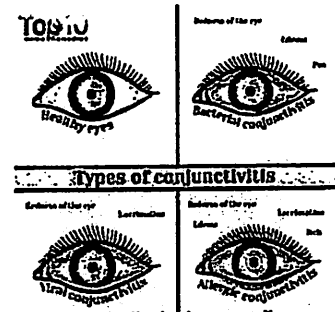
License Number

SAMPLE FORMS AND NOTICES

The following sample forms may be used by the School Nurse to notify parents/guardians of common childhood illnesses.



CONJUNCTIVITIS "PINK EYE" NOTICE



Dear Parent/Guardian:

Your child may have conjunctivitis. This is commonly known as "pink eye".

Please watch your child for the following symptoms. Conjunctivitis can be bacterial, viral or allergic, so it is very important that, if your child has the symptoms below, you should call your child's healthcare provider for guidance.

Common Signs and Symptoms:

Irritated swollen eyes or eyelids

Itching of the eyes

Excessive tears

Blurred vision that clears with blinking Green or yellow discharge

Painful dried or crusted discharge on the eyelids

Pink eye can be contagious and it is best controlled by diligent hand washing.

It is important to discuss conjunctivitis with your child's healthcare provider as treatment may be different based on the source of the conjunctivitis (bacterial, viral or allergic). Your child may need to be excluded from school and this decision is made by your child's healthcare provider. Please provide a note from your physician upon your child's return to school.

Please do not hesitate to call me at school if you have any questions or concerns.

School Nurse

HAND, FOOT, and MOUTH DISEASE NOTICE

Dear Parent:/Guardian:

A student in your child's class was diagnosed with Hand, Foot, and Mouth Disease. This is a viral infection caused by a strain of the Coxsackie virus. It causes a blister-like rash that, as the name implies, involves the hands, feet, and mouth.

This infection usually occurs in children under 10 years of age, and occasionally in young adults. The virus is spread by direct contact with nose and throat discharges, and feces of infected people.

Symptoms can include a mild fever, poor appetite, malaise ("feeling sick"), and frequently a sore throat. The skin rash develops over 1-2 days with flat or raised red spots, some with blisters. The rash does not itch, and is usually located on the palms of the hands and the soles of the feet. You may also see small red spots on the tongue, gums, and inside the cheeks of the mouth.

If your child shows any of these symptoms call your doctor to confirm this diagnosis. There is no specific treatment for this infection, but they can suggest relief for fever, aches, or discomfort from mouth ulcers.

Preventive measures include frequent hand washing, disinfection of contaminated surfaces, and washing soiled clothing or linens.

Because the virus is contagious before any symptoms begin there is no need to exclude any child that feels well enough to attend school. Other students and staff would have already been exposed. As always, children need to be fever-free without the use of "Tylenol" or "Motrin" for 24 hours before returning to school.

Pregnant women should consult their obstetrician for further information.

Please do not hesitate to call me at school if you have any questions or concerns about this or any other health issue.

School Nurse



HEAD INJURY NOTIFICATION

To Parents/Guardians of: _____

Date of Injury _____ Time of Injury _____

Your child sustained a head injury at school today and was seen in the school health office. At that time, your child did not experience any problems. However, problems related to a head injury may not always occur right away. If you see any of the symptoms listed below, contact your healthcare provider immediately. Be sure to inform them that your child recently sustained a head injury.

Common Signs and Symptoms:

- Unusual sleepiness or drowsiness
- Nausea and/or vomiting
- Convulsions (fits) (seizures)
- Bleeding or discharge from the ear
- Double vision, blurred vision, or pupils of different sizes
- Weakness or numbness of arms or legs or trouble with walking
- Change in usual behavior such as being confused or breathing irregularly, or dizziness
- Continued severe headache

Please call the school's Health Office if you have any questions or concerns.

Building
Nurse:

School

:

Phone #:

Email:

STUDENT DISMISSED FOR ILLNESS



Dear Parent/Guardian:

_____ is leaving school today due to illness.

Temperature: _____

For your child's full recovery and the health of their classmates, please observe the following guidelines before they return to school:

- Student with fever of 100 F or more should stay home
- Student should remain home until fever has been gone 24 hours (without the use of "Tylenol"/"Motrin" type drugs to keep fever down)
- Student should remain home for 24 hours after episodes of vomiting or persistent diarrhea
- It is not necessary to miss school from a common cold, however, if your child's appetite and activity level are below normal due to excessive running nose and/or persistent coughing, they should stay home

Please feel free to call us if you have any questions or concerns with your child's healthy return to school.

School Nurse

Nurse's Phone #



HEALTH RECORD REVIEW – DOCUMENTS MISSING

Date: _____

Dear Parent/Guardian:

After reviewing the health record for _____, it appears that your child may be missing the following health requirements that are mandated by the Pennsylvania Department of Health. Please check with your child's health care provider and send in copies of what is missing for their school health record.

___ A physical exam which must be done 12 months before original school entry or transfer and again in grade 6, **AND** in grade 11.

___ A dental exam which must be done 12 months before original school entry or transfer and again in grade 3 **AND** in grade 7.

- ___ Hepatitis B vaccine (3 required)
- ___ DTP vaccine (4 required- 1 on or after 4th birthday)
- ___ Polio vaccine (4 required- 1 on or after 4th birthday)
- ___ MMR vaccine (2 required)
- ___ Varicella vaccine (or proof of disease) (2 required)
- ___ Menactra vaccine (1 required for 7th grade & 2nd required at 16yrs)
- ___ Tdap vaccine (1 required for 7th grade)

Please have your physician fax the missing documentation and an updated immunization record to the Certified School Nurse at 570-408-1196.

Thank you.

Certified School Nurse

**END OF SCHOOL MEDICATION NOTICE**

Dear Parent/Guardian:

_____, is the last day that daily medications will be given at school. Please plan to pick up the remainder of your child's prescription on _____. An adult must transport controlled substances; we will not be able to send them home with the students. Medications not picked up by a parent/guardian within 24 hours of the last day of school will be disposed of properly according to State of Pennsylvania Guidelines unless parent calls and makes alternate arrangements with the building nurse.

I have enclosed a medication form for the new school year to be completed and signed by you and your child's health care provider.

Our school policy states that all medications must be brought to school in a properly labeled container by the pharmacy with your child's name, the name of the medication, the dose, and the time of administration. When filling your prescriptions please ask the pharmacist to provide 2 labeled bottles- one for home and one for school.

Thank you for your cooperation. We wish your family a healthy summer.

School Nurse



MEDICATION AT SCHOOL

In accordance with guidelines set forth by the Pennsylvania Department of Health, the Hanover Area School District has developed the following protocol for medication at school:

All medication, both prescription and over the counter, must be coordinated by the School Nurse.

- The student's health care provider and the student's parent/guardian must sign a written authorization form.
- Medication must be brought to school in the original container labeled by the pharmacy or physician with the student's name, name of medication and dosage in a 30 day supply for medications ordered long term.
- A responsible adult must transport medication to school, unless special arrangements are made with the School Nurse. Medication will be kept in a locked, secure place.
- Inhalers may be self-carried with written permission from the student's health care provider, parent and certified school nurse. All other inhalers will be kept in health room in a secure location.

It is the responsibility of the parent/guardian to notify the School Nurse if there is a change in the student's medication or health status.

All orders for medication will automatically expire at the end of the school year, unless special circumstances apply. It is the responsibility of the parent/guardian to pick up unused medication by the last day of school. After this time the School Nurse will dispose of any medication according to State of Pennsylvania Guidelines.



HANOVER AREA SCHOOL DISTRICT MEDICATION POLICY

The Hanover Area School District medication policies will be in compliance with the State of Pennsylvania Rules and Regulations for School Health. Specific medication administration procedures exist at the various levels within the school system, elementary, middle and high school.

It is our intent that students receive medications necessary to ensure their well-being at school and their optimum readiness to learn. Students should receive needed medications at appropriate times in a safe manner, while also trying to ensure the safety of all students and personnel within the school system.

Administration of medications within our schools must always be a cooperative effort between the parent/guardian and the school.

Nathan Barrett, Superintendent



NOTIFICATION OF ILLNESS COMPLAINT

Date: _____

Dear Parent/Guardian:

The purpose of this notice is to make you aware that _____
came to the Health Office with the following complaint:

- _____ bee sting
- _____ vomiting
- _____ rash
- _____ eye issue
- _____ stomachache
- _____ headache
- _____ fever
- _____ earache
- _____ bumped head
- _____ scrape/cut
- _____ splinter
- _____ tick
- _____ insect bite
- _____ toothache
- _____ nosebleed
- _____ sore throat

Other _____ Temperature: _____

The treatment was:

- _____ Ice
- _____ Compress/cleaned/antiseptic
- _____ Bandaid
- _____ Medication administered

Other _____

School Nurse



NOTIFICATION OF LIMB INJURY

Date: _____

Dear Parent/Guardian:

Your child _____, complained of an injury to his/her _____.

Treatment was:

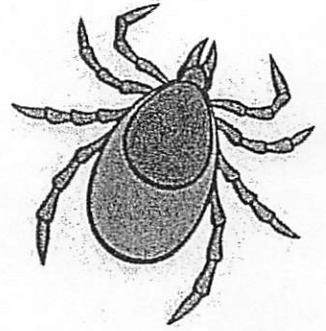
- _____ Ice
- _____ Elevation of limb
- _____ Rest
- _____ Ace wrap
- _____ Other _____

Please contact your doctor if these serious symptoms occur:

- _____ Pain becomes intolerable
- _____ Swelling or bruising increases, despite treatment
- _____ Unable to bear weight or move joint normally.



TICK REMOVAL NOTICE



Dear Parent/Guardian of _____

A tick was removed from your child today. The tick was found on your child's _____.

Due to the possibility that ticks can transmit disease, please watch your child over the next 3-30 days for signs of sickness.

Symptoms to look for would be: headache, rash, muscle pain or joint pain/swelling. If you notice any of these contact your family physician for advice.

School Nurse



**Epi-pen Policy for Person with
Unknown History of Anaphylaxis**

Treatment Only To Be Given By School Nurse

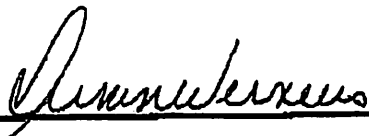
1. Any person who shows signs of having a severe allergic reaction, including but not limited to respiratory distress with nasal flaring, dyspnea, urticarial, erythema or stridor, may be given one dose injection of epinephrine from an Epi-pen by the School Nurse.

The School Nurse will designate an adult to call 9-1-1. The School Nurse will administer per standing nursing practice.

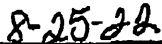
Person under 60 lbs. Epi-pen Jr., .15 mg. per injection -- or Person over 60 lbs. Epi-pen, 0.3 mg. per injection

2. The School Nurse will assess the student or other person until the rescue arrives. Parent/Guardian and principal will be notified.
3. If no improvement or symptoms worsen, administer second dose 5-15 minutes after first dose.
4. The student or other person will be transported by ambulance to the hospital for medical evaluation and follow up.

Susan Werner, M.D. School Contracted Physician



MD Signature



Date

School Board President

Date

Superintendent

Date

Certified School Nurse

Date

STANDING ORDER CERTIFICATION FORM:

Practitioner Name: Susan Werner, MD
Practitioner Address: 128 E Main St Monticello, PA
Practitioner Phone: 5702581304
Date: 8-25-22
Shipment Information
Recipient Name: Amanda Turner, RN
Recipient Title: Certified school nurse
Recipient Address: 1600 Sans Souci Parkway Hanover Township, PA 18706

By signing this Certification form, I certify that: under applicable state law, I may (1) purchase and possess quantities of EpiPen® (epinephrine) or EpiPen Jr® Auto-Injectors (the "Product"), (2) prescribe, furnish and administer the Product to patients, (3) issue standing orders or otherwise delegate to appropriate persons the authority to prescribe, furnish or administer the Product to a student at a School or involved in a School-related activity, and (4) ship, or direct shipment of, quantities of the Product to a School for prescribing, furnishing or administering to a student at the School or involved in a School-related activity.

Practitioner Signature:

Susan Werner 8-25-22

Epinephrine Standing Order Protocol

I, the undersigned Physician, for the purpose of facilitating the use of epinephrine in the case of anaphylaxis, a life-threatening allergic reaction, in individuals and in compliance with all applicable state laws and regulations, issue this epinephrine standing order Protocol ("Protocol") on the following terms:

Physician License: I represent that I: (a) am licensed to prescribe legend drugs in this state as set forth below; (b) am qualified to practice medicine in this state; and (c) am in good standing with the appropriate professional licensing board.

Epinephrine: This Protocol constitutes my standing order for the treatment of anaphylaxis and the use of epinephrine in emergency situations as further described below in a school setting.

Delegation: I, the undersigned Physician, delegate authority to all appropriate medical and school personnel employed by or acting on behalf of the below described school system.

Issued to: Hanover Area School District
 Name of School/District
1100 Sans Souci Pkwy
 Street Address
Hanover Twp Pa 18706
 City, Zip Code

Standing Order: All appropriate medical and school personnel (including, but not limited to, any Registered Nurse) employed by or acting on behalf of the school system may administer epinephrine via an undesignated epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction (anaphylaxis).

Emergency Treatment Procedures: The following treatment Protocol will be utilized to manage anaphylactic reactions. Anaphylaxis is a life-threatening allergic reaction that is rapid in onset.

1. **Dosage:** If conditions of anaphylaxis are developing or present themselves, administer EPIPEN® (epinephrine injection, USP) or EPIPEN JR® (epinephrine injection, USP) Auto-Injector, or the authorized generic for EPIPEN or EPIPEN JR Auto-Injector, intramuscularly into the anterolateral aspect of the thigh (through clothing if necessary). Selection of the appropriate dosage strength (EPIPEN 0.3 mg or EPIPEN JR 0.15 mg, or the authorized generics of these strengths) is determined according to patient body weight, as discussed in the product labeling.
 - a. For individuals 33 to 66 pounds, use one EPIPEN JR (0.15 mL epinephrine injection, USP) Auto-Injector or the authorized generic for EPIPEN JR Auto-Injector to deliver 0.15 mg of epinephrine injection, USP.
 - b. For individuals approximately 66 pounds and greater, use one EPIPEN (0.3 mL epinephrine injection, USP) Auto-Injector or the authorized generic for EPIPEN Auto-Injector to deliver 0.3 mg of epinephrine injection, USP.
2. **Frequency:** Up to 20% of individuals who receive epinephrine will require more than one dose before symptoms are alleviated. More than two sequential doses of epinephrine for the same episode should be administered only under direct medical supervision.
3. **Referral:** The individual must be referred to a physician for medical evaluation, even if symptoms resolve completely. Symptoms may recur after the epinephrine wears off, as much as 24 hours later.
4. **Documentation and Notification:** Document the details of the incident and notify the individual's parent, guardian, or caretaker and primary care physician in accordance with school policy.

In every case, emergency services must be contacted as soon as possible by calling 911 or local emergency medical services.

Please review the attached prescription:

Effective Date: 8-25-22
 Physician Signature: [Signature]
 Physician Name (printed): Susan Warner
 Physician Contact Number: 570-758-1304
 Physician Address: 128 East Main St. Nantuxo, MD 21863
 Physician State of License: PA
 Physician State License Number: MD425373

Strength	Quantity Requested*
0.3mg EPIPEN 2-PAK	5
0.15mg EPIPEN JR 2-PAK	5

*Please note there are two auto-injectors in each EPIPEN 2-PAK or EPIPEN JR 2-PAK. Example: If you wish to order 100 EPIPEN Auto-Injectors and 80 EPIPEN JR Auto-Injectors, put the number 50 in the quantity requested box next to the 0.3mg EPIPEN 2-PAK and 40 in the quantity requested box next to the 0.15mg EPIPEN JR 2-PAK. Please note that schools may receive the authorized generic versions of EPIPEN and EPIPEN JR.

Indications (the following information applies to both EPIPEN and its Authorized Generic)

EPIPEN and EPIPEN JR Auto-Injectors are indicated in the emergency treatment of allergic reactions (Type I) including anaphylaxis to stinging insects (e.g., order Hymenoptera, which include bees, wasps, hornets, yellow jackets and fire ants) and biting insects (e.g., triatoma, mosquitoes), allergen immunotherapy, foods, drugs, diagnostic testing substances (e.g., radiocontrast media) and other allergens, as well as idiosyncratic anaphylaxis or exercise-induced anaphylaxis. EPIPEN and EPIPEN JR Auto-Injectors are intended for immediate administration in patients who are determined to be at increased risk for anaphylaxis, including individuals with a history of anaphylactic reactions.

Important Safety Information (the following information applies to both EPIPEN and its Authorized Generic)

EPIPEN (epinephrine injection, USP) 0.3 mg and EPIPEN JR (epinephrine injection, USP) 0.15 mg Auto-Injectors are intended for immediate administration as emergency supportive therapy only and are not intended as a substitute for immediate medical or hospital care. In conjunction with the administration of epinephrine, the patient should seek immediate medical or hospital care. More than two sequential doses of epinephrine should only be administered under direct medical supervision.

EPIPEN and EPIPEN JR should only be injected into the anterolateral aspect of the thigh. Do not inject intravenously, into buttock, or into digits, hands, or feet. Instruct caregivers to hold the leg of young children firmly in place and limit movement prior to and during injection to minimize risk of injection-related injury.

Rare cases of serious skin and soft tissue infections have been reported following epinephrine injection. Advise patients to seek medical care if they develop symptoms of infection such as persistent redness, warmth, swelling, or tenderness at the injection site.

Epinephrine should be used with caution in patients with heart disease, and in patients who are on drugs that may sensitize the heart to arrhythmias, because it may precipitate or aggravate angina pectoris and produce ventricular arrhythmias. Arrhythmias, including fatal ventricular fibrillation, have been reported, particularly in patients with underlying cardiac disease or taking cardiac glycosides, diuretics, or anti-arrhythmics.

**Free NARCAN® Nasal Spray High School Program
Order and Terms and Conditions**

Free NARCAN® (naloxone HCl) Nasal Spray for High Schools Form and Terms and Conditions

The High School and/or State School District (identified below herein, the "School") hereby acknowledges and agrees the NARCAN® (naloxone hydrochloride) Nasal Spray 4mg ("NARCAN®", NDC # 69347-153-02) will be made available and distributed by Adapt Pharma, Inc. ("Adapt Pharma") to the School free of charge under the Free NARCAN® (naloxone hydrochloride) High School Program. This program is conditioned upon the undersigned completing the following certification and the School represents and warrants to Adapt Pharma the following:

1. The undersigned is a school or school district whose primary purpose is education for students in grades 9 through 12 and is licensed as an educational facility.
2. The School will only purchase, receive and use NARCAN® in accordance with all applicable laws, rules and regulations. In addition, the School will provide to Adapt the appropriate medical license of the registered medical advisor representing the School.
3. The School is solely responsible for the proper and safe usage of the product, and training of any school personnel who administer NARCAN®. NARCAN® is to be used strictly in accordance with its Full Prescribing Information and Instructions for Use, available below. By signing below, you certify that you have read and understood the Full Prescribing Information and Instructions for Use, including but not limited to the product indications and safety information, and that your institution will indemnify Adapt Pharma against any and all claims regarding the administration of the NARCAN® product.
4. NARCAN® received by the School will be for the School's own use and the School shall not sell or transfer NARCAN® received pursuant to the Free NARCAN® High School Program to any non-school third party.
5. NARCAN® (naloxone hydrochloride) 4mg nasal spray received under this program is not returnable or refundable.
6. The order quantity pursuant to the Free NARCAN® High Schools Program is limited to two units per school.
7. Adapt Pharma will fulfil or refuse orders, or amend the Terms and Conditions, or discontinue the Free NARCAN® Program, at its sole discretion. The individual signing the Purchase Order and Terms and Conditions has all requisite authority to do so on behalf of the School. All of the information provided by the School is true, complete and accurate.
8. Except for the foregoing, it is understood that NARCAN® labels provided to your school without any quid pro quo or other expectation of benefit by Adapt Pharma of any kind.

I have read and certify to the foregoing terms and conditions:

Authorized Representative

Susan Werner, MD
Print Name

[Signature]
Signature

8-25-22
Date

MD435373 PA
Prescriber License # / State

School

Hanover Area School District
Name of School

1100 Sans Souci Parkway
Address

Hanover Township, PA 18706
City, State, Zip Code

5708312306 Amanda Turner RN
Telephone Number Contact Person

aturner@hanoverarea.net
Email

Please scan/email the signed completed Certification Form to Adapt Pharma, Inc
For program questions, please call Adapt Pharma @ 844-232-7811.

Scan/Email: schoolsprogram@adaptpharma.com

If the requesting organization is a School District representing multiple/individual schools, a listing of all schools that will receive the free NARCAN® product must be provided.
(0228719.00 Ch. 1)



Hanover Area School District
MEDICATION ORDERS - ALL SCHOOLS

Epi-pen for severe allergic reaction (for unknown) Dose as follows:

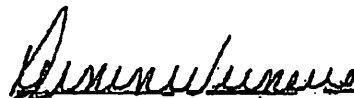
Person under 60 lbs. Epi-pen, Jr., .15 mg. per injection

Person over 60 lbs. Epi-pen, 0.3 mg. per injection

***Upon administration of medication for severe allergic reaction
 9-1-1 will be called**

The School Nurse may give the following medication with attempted parent/guardian contact according to manufacturer's guidelines:

- Acetaminophen ("Tylenol") 325 mg. PO PRN for students less than 90 lbs.
- Acetaminophen ("Tylenol") 650 mg. PO PRN for students over 90 lbs.
- Ibuprofen ("Motrin") 200 mg. PO PRN for students less than 90 lbs.
- Ibuprofen ("Motrin") 400 mg. PO PRN for students over 90 lbs.
- Diphenhydramine ("Benadryl") 25 mg PO PRN
- Turns 1 tab for elementary students, 2 tabs for older students PRN
- Caladryl lotion PRN
- Hydrocortisone (1% cream/ointment) PRN
- Antibiotic ointment PRN
- Cough drops (sugar free or regular) grades 4 and up only PRN
- "Sting relief" wipes (insect bite antiseptic/pain reliever pads)
- Burn gel PRN
- Mediquick Antiseptic Topical Spray PRN
- Oxygen via nasal cannula or mask PRN
- Narcan nasal spray PRN


 Susan Weiner, M.D. School Physician

8-25-22
 Date

MD#35373
 License Number

School Board President

Date

Superintendent

Date

Amanda Jensen RW
Certified School Nurse

08/24/2022
Date



COMMONWEALTH OF PENNSYLVANIA
STATE ETHICS COMMISSION

Finance Building
613 North Street, Room 309
Harrisburg, PA 17120-0400
(717) 783-1610 or Toll Free 1-800-932-0936
www.ethics.pa.gov



EXHIBIT - G2

STATE ETHICS COMMISSION STATEMENT OF FINANCIAL INTERESTS

THE FORM IS CONSIDERED DEFICIENT IF ANY BLOCK IS NOT COMPLETED OR IF SIGNATURE OR DATE IS MISSING.

SIGN THE FORM USING THE CURRENT DATE. DO NOT BACK DATE SIGNATURE.

THOSE INDIVIDUALS WHO HOLD MORE THAN ONE OFFICE AND/OR POSITION MUST FILE A COPY OF THEIR FORM AT EACH FILING LOCATION.

FILERS MAY USE THE ONLINE FILING SYSTEM AT THE STATE ETHICS COMMISSION'S WEBSITE: WWW.ETHICS.PA.GOV. A PAPER COPY MAY STILL BE REQUIRED TO BE SUBMITTED TO YOUR FILING LOCATION. FILERS SHOULD CHECK WITH THEIR FILING LOCATION FOR REQUIREMENTS.

THE FORM MUST BE COMPLETED AND FILED BY:

- A Candidates** - Persons seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of same.
- B Nominees** - Persons nominated for public office subject to confirmation.
- C Public Officials** - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.
- D Public Employees** - Individuals employed by the Commonwealth or a political subdivision who are responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term does not include individuals whose activities are limited to teaching.

A former public official or former public employee must file the year after termination of service with the governmental body.

- E Solicitors** - Persons elected or appointed to the office of solicitor for political subdivision(s).

IMPORTANT: Please read all instructions carefully prior to completion of form. Also, **review the filing chart for proper filing location.** Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

This Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act "Ethics Act," 65 Pa C.S. § 1101 et. seq.

STATEMENT OF FINANCIAL INTERESTS INSTRUCTIONS EXHIBIT - G 2

Please print neatly in capital letters. If you require more space than has been provided, please attach an 8 1/2" x 11" piece of paper to the form. Blocks 01 through 06 are for current information.

- Block 01** Please fill in your last name, first name, middle initial and suffix (if applicable) in the spaces provided. Public office candidates should use the exact name used on official nomination petition or papers.
- Block 02** List an office (business or governmental) or home address and daytime telephone number.
- Block 03** Please check the box or boxes to indicate your status. See definitions on page 1. If you are correcting a prior filing, please check the box designating an amended form.
- Block 04** Please check the appropriate box (seeking, hold, held) for each position you list in the blocks below. List all public position(s) which you are seeking, currently hold, or have held in the prior calendar year. Please be sure to include job titles and official titles such as "member" or "commissioner" (even if serving as an alternate/designee).
- Block 05** Please list all political subdivision(s) agency(ies) as to which you: (1) are presently seeking a public position or public office as a candidate (incumbent or non-incumbent) or nominee; (2) presently hold a public position or public office; and/or (3) previously held a public position or public office during all or any portion of the calendar year listed in block 07. (The term "political subdivision" includes a county, city, borough, incorporated town, township, school district, vocational school, county institution, district, and any authority, entity or body organized by the aforementioned).
- Block 06** Please list your current occupation or profession. This information may be the same as stated in block 04.
- Block 07** List the calendar year for which you are filing this form. Like tax returns, these forms disclose financial information for a prior calendar year. For example, for the form due May 1, 2022, block 07 would read "2021." The information in blocks 08 through 15 should represent financial interests for the calendar year listed.
- Block 08** **REAL ESTATE INTERESTS:** This block contains the address of any property which was involved in transactions (leasing, purchasing, or condemnation proceedings of real estate interests) with the Commonwealth or any other governmental body within the Commonwealth. If you have no direct or indirect interests in such a property, then check "NONE."
- Block 09** **CREDITORS:** This block contains the name and address of any creditor and the interest rate of any debt over \$6,500 regardless of whether such debt is held solely by you or jointly by you and any other individual, including your spouse, where each obligor is fully responsible for the obligation. A joint obligation with other persons for which the filer is responsible only for a proportional share that is less than the reporting threshold, is not required to be reported. **Do not report** a mortgage or equity loan on your home (or secondary home), or loans or credit between you and your spouse, child, parent or sibling. Car loans, credit cards, personal loans and lines of credit must be listed on the form if the balance owed was in excess of \$6,500 at any time during the calendar year. If you do not have any reportable creditor, then check "NONE."
- Block 10** **DIRECT OR INDIRECT SOURCES OF INCOME:** List the name and address of each source of \$1,300 or more of gross income - - including but not limited to gross income from the public position - - regardless of whether such income is received solely by you or jointly by you and another individual, such as a spouse. "Income" includes any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, partnership or other entity resulting from termination/withdrawal therefrom upon assumption of public office or employment or any other form of recompense or combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income but does not include gifts, governmentally-mandated payments or benefits, retirement, pension or annuity payments funded totally by contributions of the public official or employee, or miscellaneous incidental income of minor dependent children. If you do not have ANY reportable source of income, then check "NONE."
- Block 11** ***GIFTS:** For each source of gifts(s) valued at \$250 or more in the aggregate, list the following information: the name and address of the source; the circumstances, including a description of each gift; and the value of the gift(s). **Do not report** political contributions otherwise reportable as required by law, gift(s) from friends or family members (the term "friend" does not include a registered lobbyist or employee of a registered lobbyist), or any commercially-reasonable loan made in the ordinary course of business. The Commission has held that a person cannot be deemed a "friend" if that person and/or a business with which that person is associated is regulated by or has contracts with the public official's governmental body. If you did not receive any reportable gift, then check "NONE."
- Block 12** ***TRANSPORTATION, LODGING OR HOSPITALITY EXPENSES:** List the name and address of each source and the amount of each payment/reimbursement by the source for transportation, lodging or hospitality that you received in connection with your public position if the aggregate amount of such payments/reimbursements by the source exceeds \$650 for the calendar year for which you are reporting. Do not report reimbursements made by a governmental body or by an organization/association of public officials/employees of political subdivisions that you serve in an official capacity. If you do not have any reportable expense payments/reimbursements, then check "NONE."
- Block 13** **OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS ENTITY:** List both the name and address of the business entity for any office that you hold (Example: President, Vice President, Secretary, Treasurer), any directorship that you hold (through service on a governing board such as a board of directors), and any employment that you have in any capacity whatsoever as to any business entity. This block focuses solely on your status as an officer, director or employee, regardless of income. If you do not have any office, directorship or employment in any business entity to report, then check "NONE."
- Block 14** **FINANCIAL INTERESTS:** List the name and address and interest held in any business for profit of which you own more than 5% of the equity or more than 5% of the assets of economic interest in indebtedness. If you do not have any such financial interest to report, then check "NONE."
- Block 15** **TRANSFERRED BUSINESS INTERESTS:** List the name and address of any business in which you transferred a financial interest (as defined in block 14 above) to a member of your immediate family (parent, spouse, child, brother or sister), as well as the interest held, relationship to the individual, and date of transfer. If you did not transfer any such business interest, then check "NONE."
- Signature** Please sign the form and enter the current date. **Back dating the form is a violation of law and could result in the initiation of civil, administrative and/or criminal penalties.**

*Please note the Commission has long held that the receipt of things of value, such as gifts, transportation, lodging and hospitality from vendors, those regulated, and others, may form the basis for a conflict of interest under Section 1103(a) of the Ethics Act.

STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable box or boxes, more than one box may be marked. (See instruction page)

A Candidate (including write-in) C Public Official (Current) D Public Employee (Current) E Check this box if you are filing as a solicitor

B Nominee C Public Official (Former) D Public Employee (Former)

Check this box if you are amending an original filing

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.) seeking hold held

A

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

05 POLITICAL SUBDIVISION in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Information in blocks 8-15 represents disclosure for the calendar year listed here:

2	0		
---	---	--	--

08 REAL ESTATE INTERESTS (See instruction page) If NONE, check this box.

09 CREDITORS (See instruction page) If NONE, check this box.

Name: _____	Address: _____	Interest Rate
-------------	----------------	---------------

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instruction page) If NONE, check this box.

Name: _____	Address: _____	(OFFICIAL USE ONLY)
-------------	----------------	---------------------

11 GIFTS (See instruction page) If NONE, check this box.

Source of Gift	Value of Gift																														
<table border="1"><tr><td colspan="25"></td></tr></table>																										<table border="1"><tr><td colspan="5"></td></tr></table>					
Address of Source of Gift	Circumstances (including description) of Gift																														

12 TRANSPORTATION, LODGING, HOSPITALITY (See instruction page) If NONE, check this box.

Source (Name and Address)	Value																														
<table border="1"><tr><td colspan="25"></td></tr></table>																										<table border="1"><tr><td colspan="5"></td></tr></table>					

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instruction page) If NONE, check this box.

Business Entity (Name and Address)	Position Held (i.e., officer, director, employee, etc.)
Name: _____	Address: _____

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instruction page) If NONE, check this box.

Name and Address of Business	Interest Held (i.e., 5%, 10%, etc.)
------------------------------	-------------------------------------

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instruction page) If NONE, check this box.

Business (Name and Address)	Transferee (Name and Address)	Interest Held Relationship Date Transferred
-----------------------------	-------------------------------	---

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature _____ Enter Current Date _____

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

WHO MUST FILE, WHERE TO FILE, AND WHEN TO FILE EXHIBIT 6 2

WHO MUST FILE	ORIGINAL COPY	ADDITIONAL FILINGS*	WHEN TO FILE
A. STATUS BLOCK A - CANDIDATES Statewide State Senate State House Supreme Court Superior Court Common Pleas Court Traffic Court Municipal Court Commonwealth Court	State Ethics Commission	Append to nomination petition when filed with the State Bureau of Elections 210 North Office Building Harrisburg, PA 17120-0029	ON OR BEFORE THE LAST DAY FOR FILING A PETITION TO APPEAR ON THE BALLOT FOR ELECTION
Constables / Deputy Constables	State Ethics Commission	Append to nomination petition when filed with County Board of Elections	
Countywide City Borough Township Municipality (home rule charter)	File with the Clerk/ Secretary in the Municipality in which you are a candidate		
Magisterial District Judges	File with the County in which the Magisterial District is located		
School Director	File in the School District where you are a candidate		
Announced Write-in	For state office file with State Ethics Commission . For county or local office file with governing authority of political subdivision.	No additional copy required	Within 30 days of official certification of having been nominated or elected unless such person declines the nomination or office within that time frame.
Unannounced Write-in Winners of Nominations			
Unannounced Write-in Winners of Elections			
B. STATUS BLOCK B - NOMINEE State Level	State Ethics Commission	File with the Official or Body vested with the power of confirmation	10 days before official or body approves or rejects the nomination.
County/Local Level	Governing authority of political subdivision		
C. STATUS BLOCK C - PUBLIC OFFICIAL Commonwealth Public Officials such as: Members of Boards and Commissions (including alternates/designees); Heads of executive, legislative and independent agencies, boards and commissions; and persons appointed to positions designated as offices.	State Ethics Commission	File with <u>each</u> Agency, Board, Commission, Department, or Government Body in which employed or to which appointed. (make additional copies if needed)	FILE NO LATER THAN MAY 1 OF EACH YEAR A POSITION IS HELD AND OF THE YEAR AFTER LEAVING SUCH A POSITION.
State House Member State Senate Member	State Ethics Commission	File with the House Chief Clerk or Senate Secretary (whichever applies)	
Local Public Officials serving in/as: Counties; Boroughs; Townships; Home Rule Municipalities; Municipal Authorities; School Districts Incumbent Judges and Magisterial District Judges who are not candidates file a Statement of Financial Interests for Judicial Officers with the Administrative Office of Pennsylvania Courts (AOPC).	File only with the governing authority of the respective local political subdivision	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <u>each</u> entity as required)	
Constables / Deputy Constables	State Ethics Commission		
D. STATUS BLOCK D - PUBLIC EMPLOYEE Commonwealth PUBLIC EMPLOYEE (Executive, Leg. & Independent Agencies)	File only with your Employer	No additional copy required	
County City Borough Township Municipal (home rule) Municipal Authority School District	} EMPLOYEE File only with your political subdivision		
E. STATUS BLOCK E - SOLICITOR	File with the governing authority of <u>each</u> political subdivision for which you are Solicitor	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <u>each</u> entity as required)	

* FILER IS RESPONSIBLE FOR MAKING ANY ADDITIONAL COPIES.

EXHIBIT - G²

Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1 Vol III 2022
Status	First Reading

Legal

EXHIBIT - G2

1. 24 P.S. 1302-E
2. 24 P.S. 1301-E
3. Pol. 832
4. Pol. 236
5. Pol. 805.2
6. Pol. 805
7. Pol. 819
8. Pol. 103
9. Pol. 113.4
10. Pol. 207
11. Pol. 216
12. Pol. 146.1
13. 24 P.S. 1205.2
14. 24 P.S. 1205.5
15. 24 P.S. 1310-B
16. Pol. 333
17. Pol. 104
18. Pol. 105.1
19. Pol. 249
20. Pol. 805.1
21. 23 Pa. C.S.A. 6311
22. Pol. 806
23. Pol. 247
24. Pol. 252
25. Pol. 226
26. Pol. 103.1
27. Pol. 113
28. Pol. 113.1
29. Pol. 113.2
30. Pol. 113.3
31. Pol. 146
32. Pol. 218
33. Pol. 218.1
34. Pol. 218.2
35. Pol. 233
36. Pol. 709
37. 24 P.S. 1303-A
38. 22 PA Code 10.2
39. 35 P.S. 780-102

EXHIBIT - G 2

40. 24 P.S. 1302.1-A
41. 22 PA Code 10.21
42. 22 PA Code 10.22
43. 22 PA Code 10.25
44. 20 U.S.C. 1232g
45. 20 U.S.C. 1415
46. 34 CFR Part 99
47. 34 CFR Part 300
48. 24 P.S. 1409
49. Pol. 209
50. Pol. 216.1
51. 24 P.S. 1304-A
52. 24 P.S. 1305-A
53. 24 P.S. 1307-A
54. 42 Pa. C.S.A. 6341
55. Pol. 218.3
56. 24 P.S. 1304-D
57. 22 PA Code 12.12
58. 42 Pa. C.S.A. 5945
59. 42 Pa. C.S.A. 8337
60. 42 CFR Part 2
61. 24 P.S. 1309-B
- 20 U.S.C. 1400 et seq
- 35 P.S. 7601 et seq
- Pol. 203.1

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

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Authority

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[2]

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[3]

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint [1]

[Note: districts should only select one of the appropriate options if the designated team is made up of required personnel under 24 P.S. 1302-E]

{ } individuals to a district threat assessment team.

{X} individuals to a threat assessment team at each school building in the district.

{ } the district’s Student Assistance Program team to serve as the threat assessment team.

{ } the district’s Safe2Say Something crisis team to serve as the threat assessment team.

{ } the district’s suicide prevention crisis response/crisis intervention team to serve as the threat assessment team.

{ } the district’s _____ to serve as the threat assessment team.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[1]

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[1]

{ } members of the Student Assistance Program team.[4]

{X} school security personnel.[5]

{X} law enforcement agency representatives.

{X} behavioral health professionals.

{X} members of the Safe2Say Something crisis team.[6]

{ } suicide prevention coordinators and/or members of the crisis response/crisis intervention

team.[7]

EXHIBIT - G 2

{ } juvenile probation professionals.

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

The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process.

Guidelines

Training

The

{ } Superintendent or designee

{X} School Safety and Security Coordinator

shall ensure that threat assessment team members are provided individual and/or group training **annually** on:[1]

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]
4. Confidentiality requirements under state and federal laws and regulations, and Board policies. [4][6][9][10][11]
5. {X} Student Assistance Program process.[4]
6. {X} Youth suicide awareness, prevention and response.[7]
7. {X} Trauma-informed approach.[12]
8. {X} Safe2Say Something procedures.[6]
9. {X} Multi-tiered systems of support.
10. {X} Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[1][6][13][14][15][16]

Information for Students, Parents/Guardians and Staff

The district shall **annually** notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[1]

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student,

EXHIBIT - G 2
other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[1][7][8][17][18][19]

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[1][7][8][17][19]

The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[6][15]

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1][6]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[1][7]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[1][5][6][20]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[1][21][22]

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or

administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[8][17]
2. Bullying/Cyberbullying.[19]
3. Suicide Awareness, Prevention and Response.[7]
4. Hazing.[23]
5. Dating Violence.[24]

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. {X} Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {X} Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {X} Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[25]
4. {X} Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. {X} Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28][29][30]

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[5][20]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and

recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:^[1]

1. A referral to the Student Assistance Program.^[4]
2. A referral to the appropriate law enforcement agency.^{[5][6][20]}
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.^{[26][27][30]}
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.^{[27][28][29][30]}
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.^[26]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.^[31]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.^{[32][33][34][35]}
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.^{[6][36]}

Safe Schools Incident Reporting –

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.^{[20][37][38][39]}

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.^{[20][32][37][38][40][41][42]}

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored

activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.[20][38][43]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[9][11][44][45][46][47]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.[4][7][9][11][26][27]

Records Access and Confidentiality

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

1. Student health records.[48][49]
2. Prior school disciplinary records.[9][11][50]
3. Records related to adjudication under applicable law and regulations.[50][51][52][53][54][55]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[4][7][9][10][11][19][44][46][50][56]

Threat assessment members whose other assignments and roles require confidentiality of specific

student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[10][57][58][59][60]

Annual Board Report

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

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

{X} The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.[1][5]

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and **additional** information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[1][5][61]

PSBA Revised 8/22 © 2022 PSBA

Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805 Vol III 2022
Status	First Reading

20 U.S.C. 7118

20 U.S.C. 7801

Pol. 146

Pol. 236

Pol. 709

Pol. 810

Pol. 909

Purpose

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

Authority

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

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

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

Definitions

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

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

Delegation of Responsibility

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

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

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

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

{X} The Board directs the

{X} Superintendent or designee

{X} School Safety and Security Coordinator

to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.[7][10][11][12]

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially. [2][3][13]

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

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

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

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[3][14]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[15]

The district shall make provisions in the emergency preparedness plan **and any applicable health and safety plan** for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for

fulfilling the minimum required days of instruction under the law. Instructional activities may include: **EXHIBIT G 2**
 [16][17][18][19][20]

1. Web-based instruction.
2. Mailed lessons and assignments.
3. Instruction via local television or radio stations.
4. Other: _____.

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

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6][21]

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[22][23]

The district shall provide mandatory training **for school staff** on school safety and security, **in accordance with law and the standards specified by the state's School Safety and Security Committee:**[21][24][25][26]

1. **Two (2) hours of required training addressing** any combination of one (1) or more of the following areas **shall be completed each year, in person or virtually:**
 - a. Situational awareness.
 - b. Trauma-informed approaches.[25][27]
 - c. Behavioral health awareness.
 - d. Suicide and bullying awareness.[28][29]
 - e. Substance use awareness.[30][31]
2. **One (1) hour of training in the following areas shall be completed each year:**
 - a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. **This training must be conducted in person.**[32]
 - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, **other individuals**, school facilities, **or** the community. **This training may be conducted in person or virtually.**[33][34]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.[21][25][35]

Required Drills

Emergency Preparedness Drill -

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

Fire Drills -

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

School Security Drills -

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

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

The Superintendent or designee

{X} may

{ } shall

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

The Superintendent or designee shall:[5]

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

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[5][36]

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, **in accordance with applicable law and Board policy and administrative regulations.**[4][26][32][34][37]

NOTES:

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

PSBA Revised 8/22 © 2022 PSBA



Safe2SayProcedures.doc (242 KB)

Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 Vol III 2022
Status	First Reading

EXHIBIT - G 2

Legal

1. 24 P.S. 1301-C
2. 24 P.S. 1309-B
3. Pol. 146.1
4. Pol. 227
5. Pol. 236
6. Pol. 236.1
7. Pol. 249
8. Pol. 333
9. Pol. 351
10. Pol. 805
11. Pol. 819
12. 24 P.S. 1302-E
13. 24 P.S. 1305-B
14. 24 P.S. 1314-B
15. 24 P.S. 1315-B
16. 24 P.S. 1316-B
17. Pol. 006
18. Pol. 235.1
19. Pol. 805.1
20. 24 P.S. 1302-C
21. 24 P.S. 1310-C
22. 24 P.S. 1311-C
23. Pol. 304
24. Pol. 818
25. 24 P.S. 111
26. 24 P.S. 111.1
27. 23 Pa. C.S.A. 6344
28. 23 Pa. C.S.A. 6344.3
29. 37 PA Code 241.5
30. 44 Pa. C.S.A. 7301 et seq
31. 37 PA Code 241.6
32. 44 Pa. C.S.A. 7310
33. 24 P.S. 1303-C
34. 37 PA Code 241.1 et seq
35. 24 P.S. 1304-C
36. 24 P.S. 1305-C
37. 22 PA Code 10.23
38. 22 PA Code 14.104
39. 22 PA Code 14.133

40. Pol. 113.2
41. 24 P.S. 1306-C
42. 24 P.S. 1307-C
43. Pol. 909
44. 24 P.S. 1313-C
45. 24 P.S. 1314-C
46. Pol. 907
47. 24 P.S. 1309-C
48. 42 Pa. C.S.A. 8953
49. 53 Pa. C.S.A. 2303
53 Pa. C.S.A. 2301 et seq
Pol. 705
Pol. 709

Authority

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

Definitions

School security personnel - school police officers, school resource officers and school security guards.[1]

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

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

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. **When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.**[2]

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[2]

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

1. Oversee all

{X} school police officers

{X} School Resource Officers (SROs)

{ } school security guards.

2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying **awareness**, substance **use awareness**, emergency procedures and training drills, **and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.**
[3][4][5][6][7][8][9][10][11]
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[6][12]
7. Coordinate School Safety and Security Assessments, **School Safety and Security grant requirements** and respond to School Safety and Security surveys, as applicable.[10][13]
[14][15]

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators.[2][16]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[2][17]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and **additional** information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[6][12]
2. {X} Reports of required emergency preparedness, fire, bus evacuation and school security

drills.[10]

3. Information on required school safety and security training and resources provided to students and staff.[10]
4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
5. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[18]
6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[19]
8. Updates to laws, regulations and/or Board policies related to school safety and security.
9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
10. Information on grants or funding applied for and/or received in support of school safety and security efforts.

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

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

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

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]

Guidelines

School Police Officers

The district shall

employ

contract for

one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[1][20][21][22][23][24]

School police officer - [1][21][22]

EXHIBIT - G 2

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[24]

Background Checks -

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor. [23][24][25][26][27][28]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the district and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[29][30]

Following an offer of employment, the district shall request the separation record for a school police officer employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[31][32]

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency:[33]

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

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[30][34]

School police officers shall take and subscribe to the Oath of Office required by law.[35]

{X} The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.[20][36]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[36][37][38][39][40]

School police officers shall possess and exercise the following duties:[41]

EXHIBIT - G 2

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[42]

{X} School Resource Officers (SROs)

The district shall establish an agreement with **Hanover Township Police Department**, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[1][43]

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[1]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[44]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[30][34]

SROs shall successfully complete required training, in accordance with law.[44]

{ } School Security Guards

The district shall

{ } employ

{ } contract for

one or more school security guards, in accordance with the provisions of law.[1][23][24][45]

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy and the provisions of applicable law.[1][22][24][45]

Background Checks -

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.[23][24][25][26][27][28]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[29][30]

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[31][32]

Requirements -

School security guards shall provide the following services, as directed by the district:[45]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[46]
5. Coordination with law enforcement officials,

{ } including school police officers.

{ } including SROs.

EXHIBIT - G 2

6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[45]

{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[45]

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[30][34]

{X} Other Agreements

{X} The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[43][47][48][49]

{ } The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[43][44][49]

PSBA Revised 8/22 © 2022 PSBA



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

805-AR-1. EMERGENCY PREPAREDNESS, REQUIRED DRILLS AND ASSESSMENTS

Emergency Preparedness Plan

The district will coordinate with the Pennsylvania Emergency Management Agency (PEMA), county emergency management agency(ies), local police and fire departments, and emergency medical services in developing and implementing the district's emergency preparedness plan, in accordance with the requirements of law and Board policy.

{X} The district will comply with the National Incident Management System (NIMS) in developing and implementing the emergency preparedness plan, and providing training to designated district staff.

The district's emergency preparedness plan will be documented and made available to designated individuals

{ X} in a secure online system.

{ X} in paper format.

In developing and reviewing the emergency preparedness plan, the district's designated school safety and security team or committee will use the resources and recommendations available through PEMA for school emergency preparedness planning:

PEMA Model EOP

PEMA School Functional Annexes

PEMA Threat Hazard Annex Worksheet

PEMA Threat Hazard Evaluation Worksheet

PEMA Reunification Annex

Sample School District EOP

Sample School Vital Information Plan

805-AR-1. EMERGENCY PREPAREDNESS, REQUIRED DRILLS AND ASSESSMENTS - Pg. 2

The designated school safety and security team or committee will:

1. Review the emergency preparedness plan annually.
2. Modify the plan as necessary.
3. Communicate changes in the plan to the Board, applicable staff, county emergency management agency(ies), other designated agencies, local police and fire departments and emergency medical services, and provide updated information as applicable to students and parents/guardians.
4. Update documentation as necessary based on modifications to the emergency preparedness plan, and include a record of the revisions within the plan.
5. Ensure appropriate training and drills are completed with designated staff and students for implementation of the emergency preparedness plan.

Required Drills

The district will coordinate and cooperate with local fire departments, law enforcement officials, emergency medical services and county and state emergency management committees and agencies, when planning and conducting emergency preparedness, emergency evacuation and school security drills at district schools.

Each school building is required to conduct or participate in fire drills, school security drills, bus evacuation drills and emergency preparedness drills in accordance with law and Board policy, and with the procedures designated in the emergency preparedness plan.

Required Drill	Frequency
Fire Drill	One (1) each month, except in months where a School Security Drill is authorized to take the place of a fire drill.
School Security Drill	One (1) required within the first ninety (90) days of the beginning of each school year. Up to two (2) additional per school year are at the discretion of the district. School Security Drills take the place of the required monthly fire drill for the month in which they are conducted.
Bus Evacuation Drill	At least two (2) each school year: one (1) during the first week of the school year, and the second during the month of March.
Emergency Preparedness Drill	At least one (1) annually.

The building principal will coordinate with the School Safety and Security Coordinator in planning and conducting drills at a variety of times that minimize disruption of the educational program.

Fire drills will include instruction in the use of fire escapes, appliances and exits.

Bus evacuation drills will include practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers, and the proper evacuation of buses in the event of fires or accidents. The district will provide bus operators with proper training and instructions to enable them to carry out the necessary procedures for bus evacuation and may require drivers to attend classes and drills.

Required drills will include specific plans for qualified individuals with disabilities who may need assistance or alternative methods for evacuation or sheltering in place.

The building principal or designee will complete and file the Emergency/School Security Drill Reporting Form for each drill and forward a copy of the report to **Safety Coordinator** within one (1) week after the drill.

School Safety and Security Assessments

The

Superintendent or designee

School Safety and Security Coordinator

will ensure an appropriate School Safety and Security Assessment is completed

periodically

every three (3) years

_____ (other)

in accordance with the criteria established by the state's School Safety and Security Committee:

School Safety and Security Committee: Safety and Security Assessment Criteria

The School Safety and Security Assessment may be conducted for physical security and/or student assistance and behavioral health support, in accordance with established criteria, and will include an assessment of applicable policy and training elements.

The School Safety and Security Assessment may be conducted by

designated district staff

805-AR-1. EMERGENCY PREPAREDNESS, REQUIRED DRILLS AND ASSESSMENTS - Pg. 4

{X } a registered provider approved by the School Safety and Security Committee in either physical assessments or student assistance and behavioral health support assessments

{X} a Pennsylvania State Police Risk and Vulnerability Assessment Team (RVAT)

and results of the assessment will be documented and included with the annual School Safety and Security Board report.

{X} The individual(s) completing a School Safety and Security Assessment will note whether the district's status meets the state School Safety and Security Committee's established Baseline Criteria in each designated subject area, as a part of the assessment process.



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

805.2-AR-0. SCHOOL SECURITY PERSONNEL TRAINING

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]

{X} School Police Officers

School police officers, as defined in the law and Board policy, will meet the following training requirements specified in the law, and any additional requirements established by the Board based on their status as a district employee or contracted services personnel.

School police officers who have been granted authority by the court to issue summary citations, detain individuals or exercise the same powers as exercised by the police of the municipality in which the school property is located, or who are authorized to carry a firearm, must, before entering upon their assigned duties:

1. Successfully complete basic training as required by the Municipal Police Officers' Education and Training Commission (MPOETC), in accordance with law, or have graduated from the PA State Police Academy, been employed as a state trooper with the PA State Police and separated from that service in good standing.
2. Successfully complete the Basic School Resource Officer course of instruction offered by the National Association of School Resource Officers (NASRO), or an equivalent course of instruction approved by the PA Commission on Crime and Delinquency (PCCD).

All school police officers must attend annual in-service training **specified or approved** by MPOETC, in accordance with the provisions of law.

School police officers must successfully complete district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.

{X} School Resource Officers (SROs)

School Resource Officers (SROs), as defined in the law and Board policy, will meet the following training requirements specified in the law, and any additional requirements identified in the agreement between the school district and law enforcement agency.

Prior to entering upon assigned duties, the SRO must successfully complete the Basic School Resource Officer course of instruction offered by the National Association of School Resource Officers (NASRO), or an equivalent course of instruction approved by the PA Commission on Crime and Delinquency (PCCD).

SROs

{ } will

{X} will be invited to

complete district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.

{ } School Security Guards

School security guards, as defined in the law and Board policy, will meet the following training requirements specified in the law, and any additional requirements established by the Board based on their status as a district employee or contracted services personnel.

Prior to entering upon assigned duties of the position, the school security guard must successfully complete the Basic School Resource Officer course of instruction offered by the National Association of School Resource Officers (NASRO), or an equivalent course of instruction approved by the PA Commission on Crime and Delinquency (PCCD).

{ } School security guards must successfully complete district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.

{ } *Armed School Security Guards –*

A school security guard who has been employed or contracted as an independent contractor or through a third-party vendor in accordance with law and Board policy may, when authorized by the Board, be armed in accordance with the following qualification and training provisions:

1. Must be licensed under applicable law (Uniform Firearms Act, 18 Pa. C.S. Ch. 61, Subch. A), or meet one (1) of the specified exceptions, as noted below.
2. Successfully completed and is currently certified under the Lethal Weapons Training Act (Act 235, 22 P.S. Sec. 44), in accordance with law, or meet one (1) of the specified exceptions, as noted below.
3. Completed the instructional training requirements for school security guards, as noted above.

Exceptions for Armed School Security Guard Training –

Active law enforcement officers employed or contracted as armed school security guards will be exempt from the training requirements for armed school security guards, other than the requirement for Basic School Resource Officer course of instruction, upon presentation of evidence to the district that they have completed the training required by the Municipal Police Officers' Education and Training Commission (MPOETC), in accordance with law.

Retired law enforcement officers employed or contracted as armed school security guards will be exempt from the training requirements for armed school security guards, other than the requirement for Basic School Resource Officer course of instruction, if the retired officer complies with Section 8.1 of the Lethal Weapons Training Act (Act 235, 22 P.S. Sec. 44) or has been issued a firearm training and qualification card under Section 5 of the Retired Law Enforcement Identification Act (53 P.S. Sec. 753.1 et seq.), in accordance with law.

The district may consult with the school solicitor to review a candidate's qualifications and employment status or history in order to ensure they meet the exceptions for an armed school security guard in accordance with the provisions of law.

Additional Training

In addition to completing the training and qualifications required by law for school security personnel,

{X} school police officers

{X } SROs

{ } school security guards

must meet the training requirements for school district employees and/or contracted services personnel as required by Board policy, based upon their specific assignments and duties.

All school security personnel must satisfy the requirements of law and Board policy regarding mandatory background check requirements for criminal history and child abuse, as well as employment history review. (Pol. 304, 317, 805.2, 818)

The district may require school security personnel to complete additional training, based upon their specific assignments and duties, including but not limited to:

1. Mandatory training on child abuse recognition and reporting, in accordance with law and Board policy (required for school security personnel who have direct contact with children). (Pol. 806, 818)
2. School safety and security training, in accordance with law and Board policy (required for employees; recommended for contracted personnel). (Pol. 805)

3. {X} Suicide awareness and prevention training and information, including information about risk factors, warning signs, response procedures, referrals and resources regarding youth suicide awareness and prevention, in accordance with Board policy. School security personnel designated to serve on a crisis response/intervention team may need additional training on suicide risk screening or assessment. (Pol. 819)
4. {X} Handling of personally identifiable information in student education records and confidential special education information of students with disabilities, in accordance with law and Board policy. (Pol. 113.1, 113.4, 216)
5. {X} Nondiscrimination and **Title IX sexual harassment** training for staff to prevent, identify and alleviate problems of discrimination, in accordance with law and Board policy. (Pol. 103, 103.1, 104)
6. {X} Effectively responding to, intervening in and reporting incidents of student bullying, in accordance with law and Board policy. (Pol. 249)
7. {X} Safe2Say Something reporting and handling training, if designated as part of the district's Crisis Team, in accordance with law and district procedures. (Pol. 805)
8. {X} CPR/AED training as part of the district's Core Team, in accordance with Board policy. (Pol. 822)
9. {X } Administration of an emergency epinephrine auto-injector in response to a student believed to be experiencing an anaphylactic reaction, in accordance with law, PA Department of Health training and Board policy. (Pol. 210.1)
10. {X} Administration of Naloxone, including PA Department of Health training on recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses, in accordance with law and Board policy. (Pol. 823)
11. {X} Maintaining professional adult/student boundaries, in accordance with Board policy. (Pol. 824)
12. {X} School district procedures and currently applicable legal standards for conducting student searches by district staff, other than searches conducted by a law enforcement agency, in accordance with law and Board policy. (Pol. 226)
13. {X} Infection control and universal precautions, including information on HIV infection, in accordance with Board policy. (Pol. 203.1, 314.1)
14. {X} Dating violence education, in accordance with Board policy. (Pol. 252)
15. {X} Working with homeless children and youth, as well as children in foster care, in accordance with Board policy. (Pol. 251)