Committee Meeting

Wednesday, October 14, 2026 6:00 PM
LGI Room - High School Commons, 1 Olympian Way, Jim Thorpe, PA 18229

1. **Opening of Meeting - President**
A. Moment of Silent Meditation

B. Pledge of Allegiance
2. **Acknowledgement of Visitors**
3. **Cafeteria and Buildings & Grounds Committee - Dr. Michele Banks**
A. EI Associates Feasibility Study Presentation
4. **Curriculum Commitee - Michele Mazzola**
A. Discuss the updated curriculum for English Language Arts K-8.
5. **Policy & Personnel Committee - Mary Figura**
A. Review the requested changes to the K-8 handbook regarding cell phone use and videoing or photographing students.
B. Discuss the updating of the following policies:
    1. Policy 800 - Records Management
    2. Policy 803 - School Calendar
    3. Policy 805.2 - School Security Personnel
    4. Policy 204.1 - Virtual Attendance & Wellness Check
    5. Policy 249 - Bullying-Cyberbullying
6. **Athletic & Activities Committee - Meghan Demshick**
7. **Transportation & Security Committee - Gerry Strubinger**
8. **Finance & Insurance Committee - Pearl Downs-Sheckler**
9. **Legislative Committee - Mary Figura**
A. PSBA Officer voting instructions.

JIM THORPE AREA SCHOOL DISTRICT



AGENDA

- Feasibility Study Review
  - Updated Demographics
  - Options
  - Costs
  - Project Timeline
- Q&A



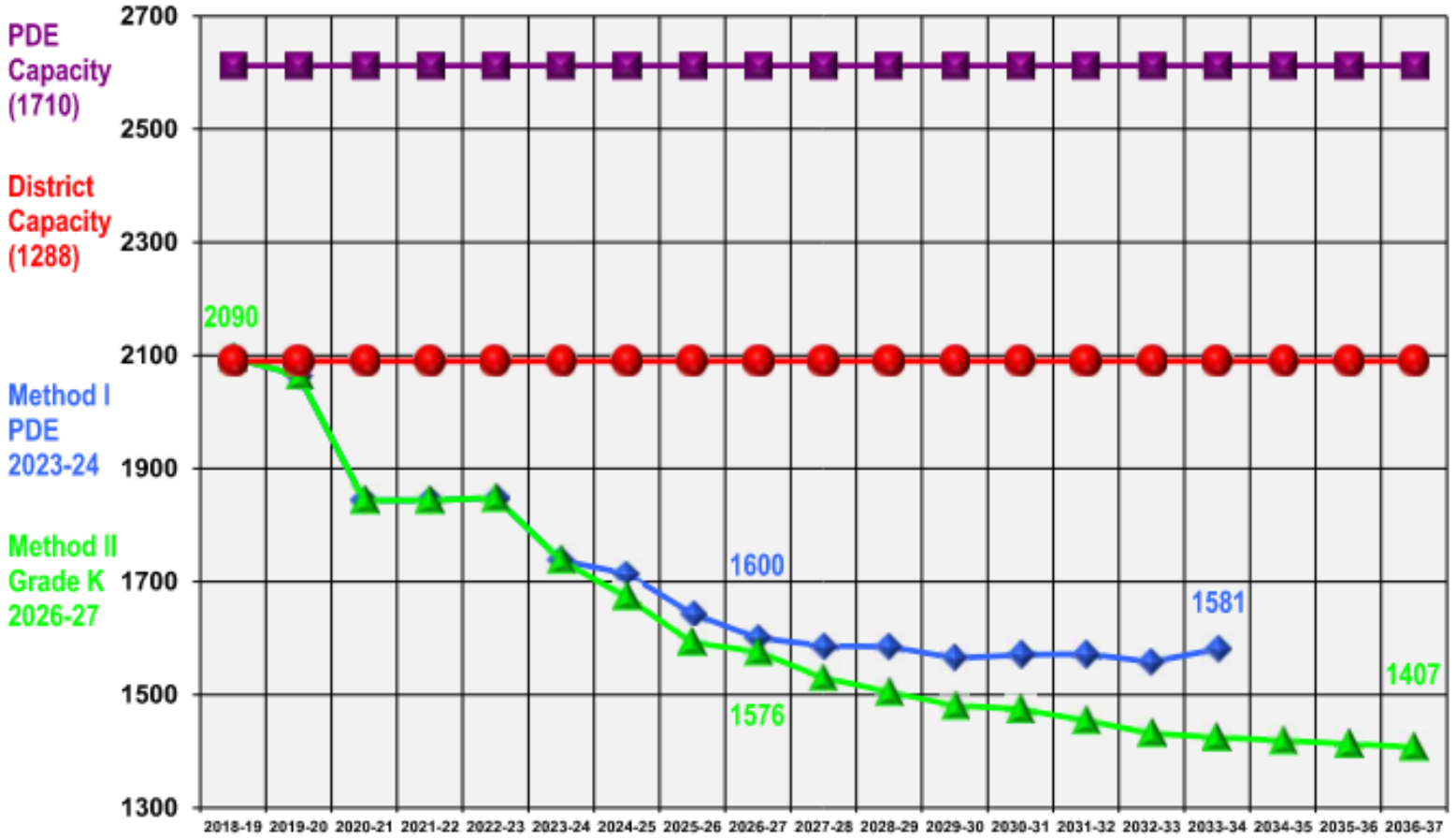
FEASIBILITY STUDY – DEMOGRAPHIC SUMMARY

- ***Enrollment*** – *Historical Trends*
  - K-12 High point 2012-2013 (2,197 students)
  - Overall Decline since 2012-2013
  - 2026-2027 stats:
    - K-8: **1,142**
    - 9-12: **434**
    - Total: **1,576**
- ***Enrollment*** – *10 year Projections*
  - Method 1 – PDE 2023-24
    - **Declining by 156 students**
  - Method 2 – Projected Kindergarten Enrollment
    - **Declining by 169 students**
  - Method 3 – Potential Housing & Housing Starts
    - **No Available Housing Projects**

	K	1	2	3	4	5	6	7	8	K - 8	9	10	11	12	9 - 12	K - 12
2004-05	146	137	123	133	141	140	177	165	179	**1341**	190	135	119	128	**572**	**1913**
2005-06	139	148	148	143	148	133	147	191	188	**1385**	187	141	124	128	**580**	**1965**
2006-07	166	154	153	175	152	172	157	163	190	**1482**	199	140	147	127	**613**	**2095**
2007-08	181	168	148	151	170	160	167	162	156	**1463**	204	164	124	150	**642**	**2105**
2008-09	177	169	179	163	159	175	174	187	172	**1555**	189	156	158	131	**634**	**2189**
2009-10	169	169	169	171	165	167	164	177	182	**1533**	193	153	148	161	**655**	**2188**
2010-11	163	174	183	166	175	169	175	168	177	**1550**	223	152	131	135	**641**	**2191**
2011-12	142	150	172	171	155	168	163	176	166	**1463**	192	165	126	122	**605**	**2068**
2012-13	165	139	168	174	177	170	173	174	205	**1545**	196	177	156	123	**652**	**2197**
2013-14	151	166	136	159	177	176	174	170	177	**1486**	207	147	118	151	**623**	**2109**
2014-15	108	162	170	139	173	176	171	167	178	**1444**	197	181	140	120	**638**	**2082**
2015-16	137	116	167	152	154	162	176	180	178	**1422**	189	158	162	131	**640**	**2062**
2016-17	149	139	129	169	165	151	171	175	172	**1420**	184	168	140	145	**637**	**2057**
2017-18	152	148	149	132	172	172	152	185	187	**1449**	185	163	142	139	**629**	**2078**
2018-19	146	142	152	139	151	176	177	163	184	**1430**	204	166	145	151	**666**	**2096**
2019-20	148	150	141	157	143	157	174	184	167	**1421**	200	167	134	142	**643**	**2064**
2020-21	114	130	148	121	147	118	142	170	162	**1252**	166	147	150	128	**591**	**1843**
2021-22	125	117	138	149	130	153	125	151	176	**1264**	185	121	125	148	**579**	**1843**
2022-23	132	125	123	158	144	135	155	126	154	**1252**	196	165	112	123	**596**	**1848**
2023-24	108	139	126	118	155	139	127	149	127	**1188**	153	152	148	96	**549**	**1737**
2024-25	112	110	135	120	118	157	136	130	142	**1160**	124	131	125	132	**512**	**1672**
2025-26	104	113	121	132	125	108	148	135	124	**1110**	145	104	114	119	**482**	**1592**
2026-27	113	109	116	134	133	128	122	148	139	**1142**	115	108	98	113	**434**	**1576**

FEASIBILITY STUDY – EDUCATIONAL SUMMARY

- ***Capacity*** – *Building(s) / Current Enrollment*
  - K-8: 1,288 / 1,142 (146)
  - 9-12: 802 / 434 (368)
  - Total: 2,090 / 1,576 (514)
- ***Educational Programs*** – *Current needs*
  - K-12 Efficiency of Classroom Spaces
    - Existing : 146 +/-
    - Option 1: 150 +/-
    - Option 2a: 146 +/-
    - Option 2b: 146 +/-
    - Option 4b: 158 +/-
  - K-12 Efficiency of All Spaces
    - Existing : 406,635 SQFT +/- (-)
    - Option 1: 412,635 SQFT +/- (+6,000)
    - Option 2a: 406,635 SQFT +/- (0)
    - Option 2b: 406,635 SQFT +/- (0)
    - Option 4b: 421,635 SQFT +/- (+15,000)



FEASIBILITY STUDY – OPTION 1

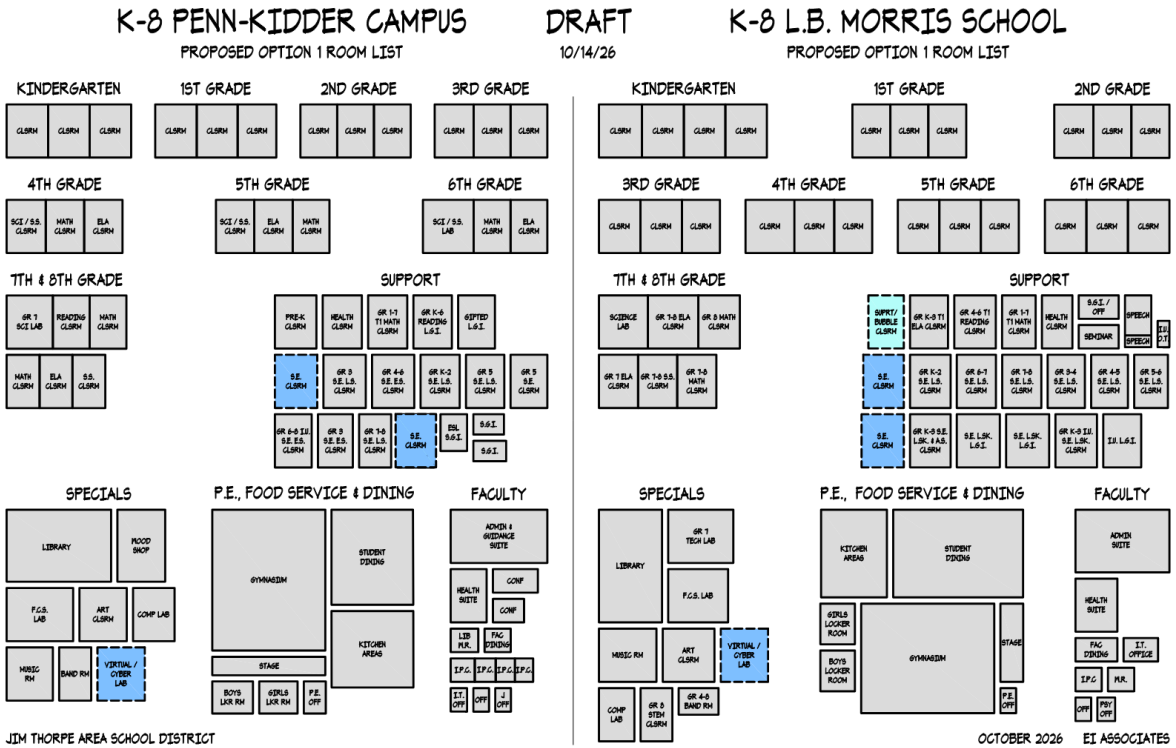
- **K-8** Penn-Kidder Campus
  3 Classroom Addition
- **K-8** L.B. Morris School
  3 Classroom Addition
- **9-12** High School
  Maintain
- Address rank 1 & 2 deficiencies at **All Buildings**

		K-8 Option 1							K-8 Option 1						
		Penn-Kidder							L.B. Morris						
		No	Area	Total	K-6 Dist	K-6 PDE	7-8 Dist	7-8 PDE	No	Area	Total	K-6 Dist	K-6 PDE	7-8 Dist	7-8 PDE
CLASSROOM AREAS	Kindergarten Clsrm	3	900	2700	66	75			4	910	3640	88	100		
	First Grade Clsrm	3	875	2625	66	75			3	825	2475	66	75		
	Second Grade Clsrm	3	800	2400	66	75			3	845	2535	66	75		
	Third Grade Clsrm	3	820	2460	66	75			3	875	2625	66	75		
	Fourth Grade Clsrm	3	840	2520	66	75			3	915	2745	66	75		
	Fifth Grade Clsrm	3	820	2460	66	75			3	875	2625	66	75		
	Sixth Grade Clsrm	2	800	1600	44	50			3	900	2700	66	75		
	Sixth Grade Clsrm / Lab	1	1100	1100	22	25					0	0	0		
	7th & 8th Grade Clsrm	5	750	3750			125	125	5	910	4550			125	125
	7th & 8th Gr. Sci. Lab	1	1000	1000			25	25	1	1065	1065			25	25
SUPPORT AREAS	Suprt / Bubble Clsrm	4	830	3320	88	100			4	775	3100	88	100		
	Suprt / Bubble Clsrm								1	760	760	22	25		
	Former Clsrm / Other Use			0	0	0					0	0	0		
	Pre-K Clsrm	1	900	900							0				
	S.E. Clsrm	9	825	7425					9	830	7470				
	I.U. / S.E. Clsrm	1	800	800					4	900	3600				
	Seminar / S.G.I. / Conf	3	380	1140					2	420	840				
	S.G.I. / Office	2	280	560					1	125	125				
	I.U. S.G.I. / Office			0					2	265	530				
	F.C.S. Lab	1	1370	1370			20	20	1	1300	1300			20	20
	T.E. / Wood Shop / STEM	1	1450	1450			20	20			0				
	Tech Ed Lab / STEM			0			0	0	1	1415	1415			20	20
	STEM Clsrm			0			0	0	1	690	690			20	20
	Computer Lab	1	890	890					1	770	770				
	Virtual / Cyber Lab	1	1000	1000					1	1000	1000				
	Art Classroom	1	1030	1030					1	1120	1120				
	Music Classroom	1	1000	1000					1	1250	1250				
	Music / Band	1	700	700					1	435	435				
ANCILLARY / CORE AREAS	Library / Media Center	1	3070	3070					1	2900	2900				
	Gymnasium	1	6500	6500					1	5950	5950				
	P.E. Office	1	285	285					1	160	160				
	Locker Room	2	515	1030					2	580	1160				
	Stage / Platform	1	850	850					1	740	740				
	Student Dining	1	3160	3160					1	4830	4830				
	Kitchen Areas	1	2550	2550					1	2370	2370				
	Admin / Guid Suite	1	1420	1420					1	2400	2400				
	Health Suite	1	785	785					1	915	915				
	Faculty Dining / Workrm	1	250	250					1	410	410				
	Faculty / I.P.C. / Office	2	150	300					2	160	320				
	Faculty / I.P.C.	6	199	1194					3	280	840				
	Functional Capacity					462		152					484		168
	Total Capacity						625	171						675	189
	Scheduled Area			65,594 SF							72,360 SF				
	Total Arch. Area			101,800 SF							110,155 SF				
	New Arch. Area			3,000 SF							3,000 SF				
	Enrollment							675-800							675-800

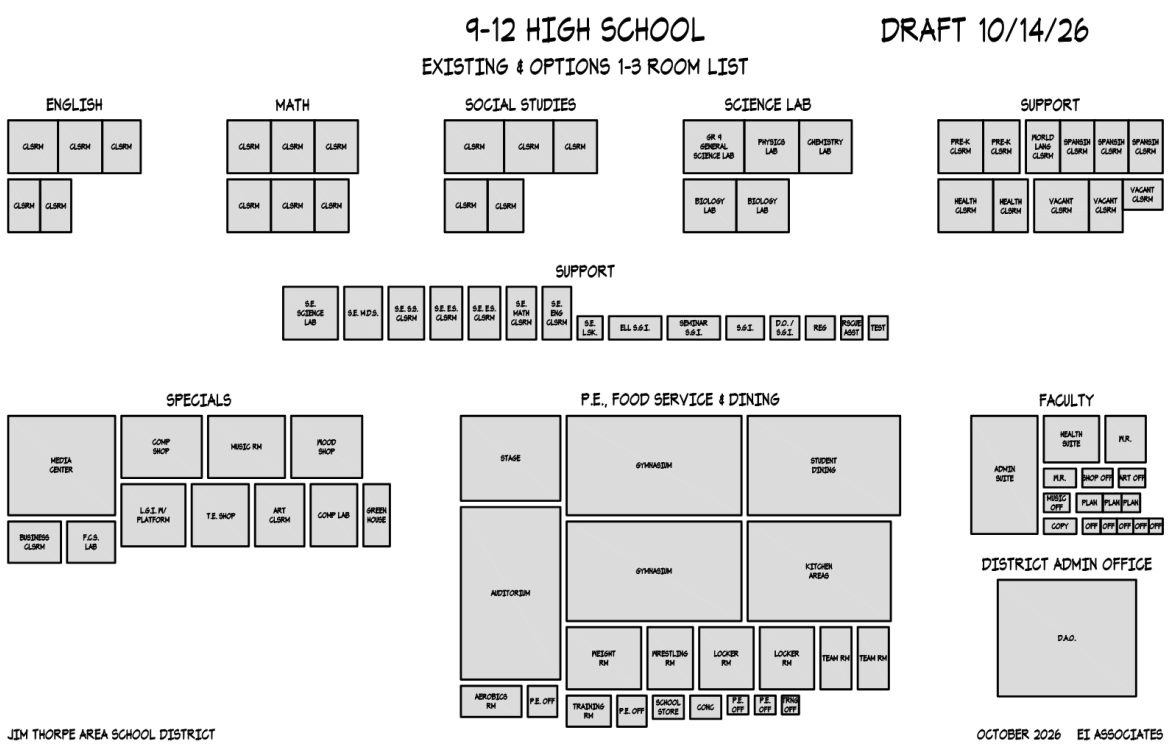
		9-12 Exist & Opt 1-3				
		High School				
		No.	Area	Total	Dist	PDE
CLSRMS	English Clsrm	5	855	4275	125	125
	Math Clsrm	6	915	5490	150	150
	Social Studies Clsrm	5	1010	5050	125	125
	Science Lab	5	1200	6000	100	100
	Foreign Lang Clsrm	4	750	3000	100	100
	7th & 8th Grade Clsrm					
	7th & 8th Grade Science Lab					
	Suprt Clsrm	4	975	3900	100	100
SUPPORT	Pre-K Clsrm	2	890	1780		
	S.E. L.S. Clsrm / Core Subjects	4	815	3260		
	S.E. E.S. / M.D.S. Clsrm	3	745	2235		
	S.E. L.Sk / Gifted S.G.I.	1	245	245		
	Seminar / S.G.I.	6	360	2160		
	Greenhouse	1	780	780		
	School Store / Conc.	2	300	600		
	L.G.I. w/ Platform	1	1650	1650		
	Business Clsrm	1	900	900	25	25
	Computer Lab	1	1200	1200	20	20
	Music / Band / Choral	1	1980	1980	25	25
	Music Office / Storage	1	200	200		
	Art Classroom	1	1270	1270	20	20
	F.C.S. Lab	1	810	810	20	20
	T.E. Shop	3	1790	5370	60	60
ANCILLARY / CORE AREAS	Media Center	1	4400	4400		
	Gymnasium	2	7200	14400	132	132
	Training / Aerobics	1	760	760		
	Weight Room / Fitness	1	1920	1920		
	Training	1	570	570		
	Wresting Room	1	1200	1200		
	Locker Room	2	1400	2800		
	Team Room	2	800	1600		
	Officials / P.E. Office / Coach	5	245	1225		
	Auditorium	1	7100	7100		
	Stage / Platform	1	3500	3500		
	Student Dining	1	6280	6280		
	Kitchen Areas	1	5980	5980		
	Administration / Guid Suite	1	3430	3430		
	Health Suite	1	1070	1070		
	Faculty / Science Lab Planning	3	170	510		
	Faculty / Workroom	3	405	1215		
	Faculty / I.P.C. / Office	7	135	945		
	District Administration Offices	1	6675	6675		
	District Capacity					802
	PDE Total Capacity					902
	Scheduled Area			107,970 SF		
	Total Architectural Area			200,680 SF		
	New Architectural Area					
	Enrollment					549

FEASIBILITY STUDY – OPTION 1

K-8 Elementary Schools



9-12 High School



FEASIBILITY STUDY – OPTION 2a

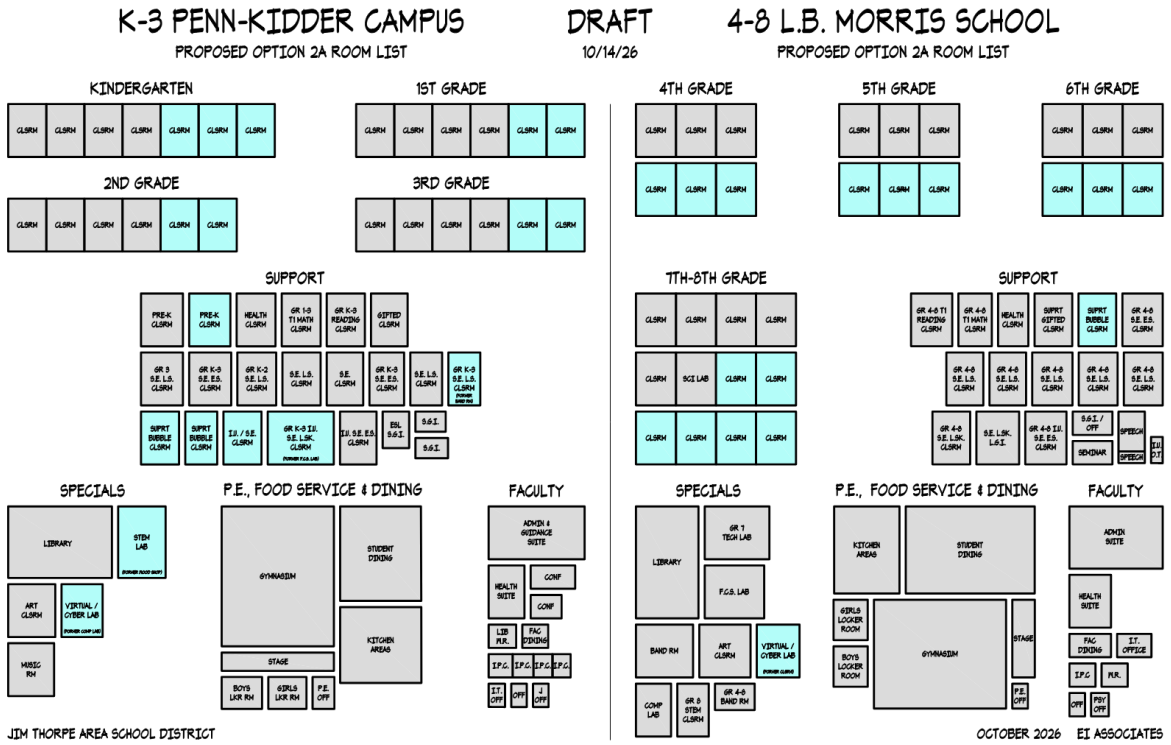
- **K-3** Penn-Kidder Campus
  Grade Realignment
- **4-8** L.B. Morris School
  Grade Realignment
- **9-12** High School
  Maintain
- Address rank 1 & 2 deficiencies at **All Buildings**

		K-3 Option 2A					4-8 Option 2A				
		Penn-Kidder					L.B. Morris				
		No	Area	Total	K-3 Dist	K-3 PDE	No	Area	Total	4-8 Dist	4-8 PDE
CLASSROOM AREAS	Kindergarten Clsrm	7	835	5845	154	175			0		
	First Grade Clsrm	6	835	5010	132	150			0		
	Second Grade Clsrm	6	835	5010	132	150			0		
	Third Grade Clsrm	6	835	5010	132	150			0		
	Fourth Grade Clsrm			0	0	0	6	875	5250	150	150
	Fifth Grade Clsrm			0	0	0	6	875	5250	150	150
	Sixth Grade Clsrm			0	0	0	6	875	5250	150	150
	Sixth Grade Clsrm / Lab			0	0	0			0		
	7th & 8th Grade Clsrm			0	0	0	10	875	8750	250	250
	7th & 8th Grade Science Lab			0	0	0	2	875	1750	50	50
SUPPORT AREAS	Suprt Clsrm / Bubble Clsrm	4	830	3320	88	100	4	775	3100	100	100
	Suprt Clsrm / Bubble Clsrm	2	800	1600	44	50	1	760	760	25	25
	Former Clsrm / Other Use			0	0	0			0	0	0
	Divided Clsrm / Seminar										
	Pre-K Clsrm	2	900	1800					0		
	S.E. Clsrm	7	825	5775			7	830	5810		
	I.U. / S.E. Clsrm	3	1000	3000			2	900	1800		
	Seminar / S.G.I. / Conf	3	380	1140			2	420	840		
	S.G.I. / Office	2	280	560			1	125	125		
	I.U. S.G.I. / Office			0			2	265	530		
	F.C.S. Lab			0			1	1300	1300	20	20
	T.E. / Wood Shop / STEM	1	1450	1450					0		
	Tech Ed Lab / STEM			0			1	1415	1415	20	20
	STEM Clsrm			0			1	690	690	20	20
	Computer Lab			0			1	770	770	20	20
	Virtual / Cyber Lab	1	890	890			1	900	900	20	20
	Art Classroom	1	1030	1030			1	1120	1120	20	20
	Music Classroom	1	1000	1000			1	1250	1250	20	20
	Music / Band			0			1	435	435		
ANCILLARY / CORE AREAS	Library / Media Center	1	3070	3070			1	2900	2900		
	Gymnasium	1	6500	6500			1	5950	5950	33	33
	P.E. Office	1	285	285			1	160	160		
	Locker Room	2	515	1030			2	580	1160		
	Stage / Platform	1	850	850			1	740	740		
	Student Dining	1	3160	3160			1	4830	4830		
	Kitchen Areas	1	2550	2550			1	2370	2370		
	Admin / Guid Suite	1	1420	1420			1	2400	2400		
	Health Suite	1	785	785			1	915	915		
	Faculty Dining / Workroom	1	250	250			1	410	410		
	Faculty / I.P.C. / Office	2	150	300			2	160	320		
	Faculty / I.P.C.	5	210	1050			3	280	840		
	Functional Capacity					550					838
	Total Capacity					775					943
	Scheduled Area			63,690 SF					70,090 SF		
	Total Architectural Area			98,800 SF					107,155 SF		
	New Architectural Area			0 SF					0 SF		
	Enrollment					600-700					750-875

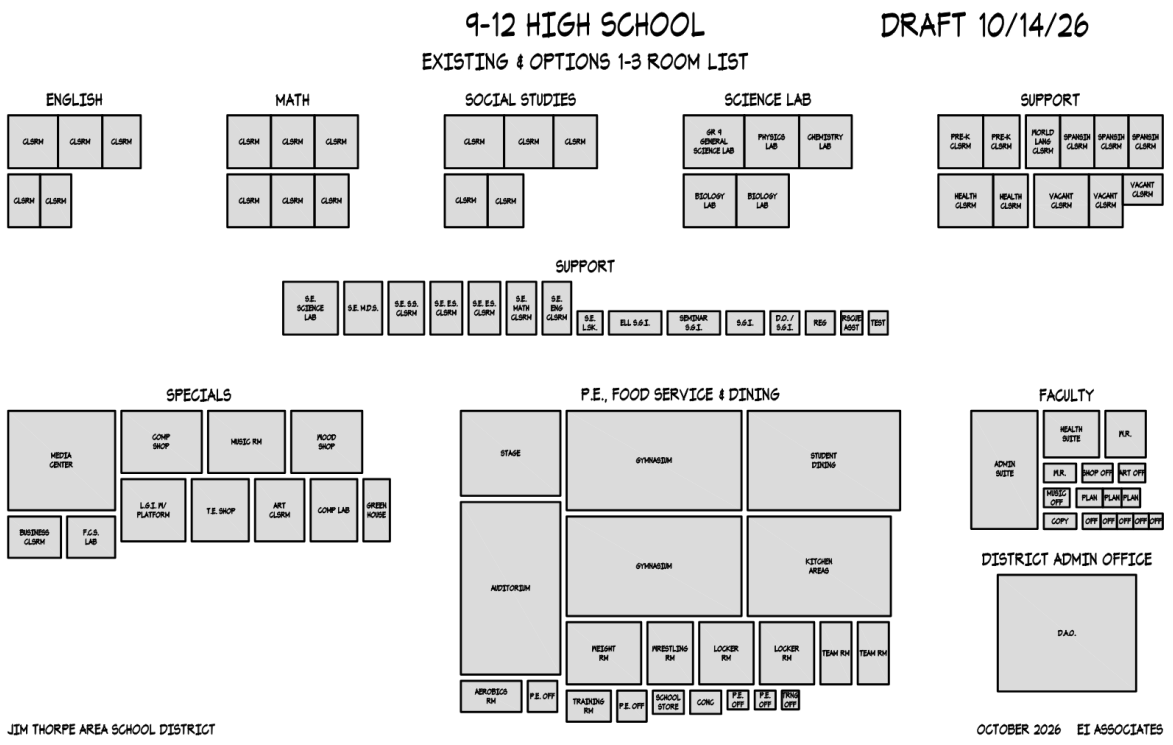
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		High School				
		No.	Area	Total	Dist	PDE
CLSRMS	English Clsrm	5	855	4275	125	125
	Math Clsrm	6	915	5490	150	150
	Social Studies Clsrm	5	1010	5050	125	125
	Science Lab	5	1200	6000	100	100
	Foreign Lang Clsrm	4	750	3000	100	100
	7th & 8th Grade Clsrm					
	7th & 8th Grade Science Lab					
	Suprt Clsrm	4	975	3900	100	100
SUPPORT	Pre-K Clsrm	2	890	1780		
	S.E. L.S. Clsrm / Core Subjects	4	815	3260		
	S.E. E.S. / M.D.S. Clsrm	3	745	2235		
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	Greenhouse	1	780	780		
	School Store / Conc.	2	300	600		
	L.G.I. w/ Platform	1	1650	1650		
	Business Clsrm	1	900	900	25	25
	Computer Lab	1	1200	1200	20	20
	Music / Band / Choral	1	1980	1980	25	25
	Music Office / Storage	1	200	200		
	Art Classroom	1	1270	1270	20	20
	F.C.S. Lab	1	810	810	20	20
	T.E. Shop	3	1790	5370	60	60
ANCILLARY / CORE AREAS	Media Center	1	4400	4400		
	Gymnasium	2	7200	14400	132	132
	Training / Aerobics	1	760	760		
	Weight Room / Fitness	1	1920	1920		
	Training	1	570	570		
	Wresting Room	1	1200	1200		
	Locker Room	2	1400	2800		
	Team Room	2	800	1600		
	Officials / P.E. Office / Coach	5	245	1225		
	Auditorium	1	7100	7100		
	Stage / Platform	1	3500	3500		
	Student Dining	1	6280	6280		
	Kitchen Areas	1	5980	5980		
	Administration / Guid Suite	1	3430	3430		
	Health Suite	1	1070	1070		
	Faculty / Science Lab Planning	3	170	510		
	Faculty / Workroom	3	405	1215		
	Faculty / I.P.C. / Office	7	135	945		
	District Administration Offices	1	6675	6675		
	District Capacity					802
	PDE Total Capacity					902
	Scheduled Area			107,970 SF		
	Total Architectural Area			200,680 SF		
	New Architectural Area					
	Enrollment					549

FEASIBILITY STUDY – OPTION 2a

K-8 Elementary Schools



9-12 High School



FEASIBILITY STUDY – OPTION 2b

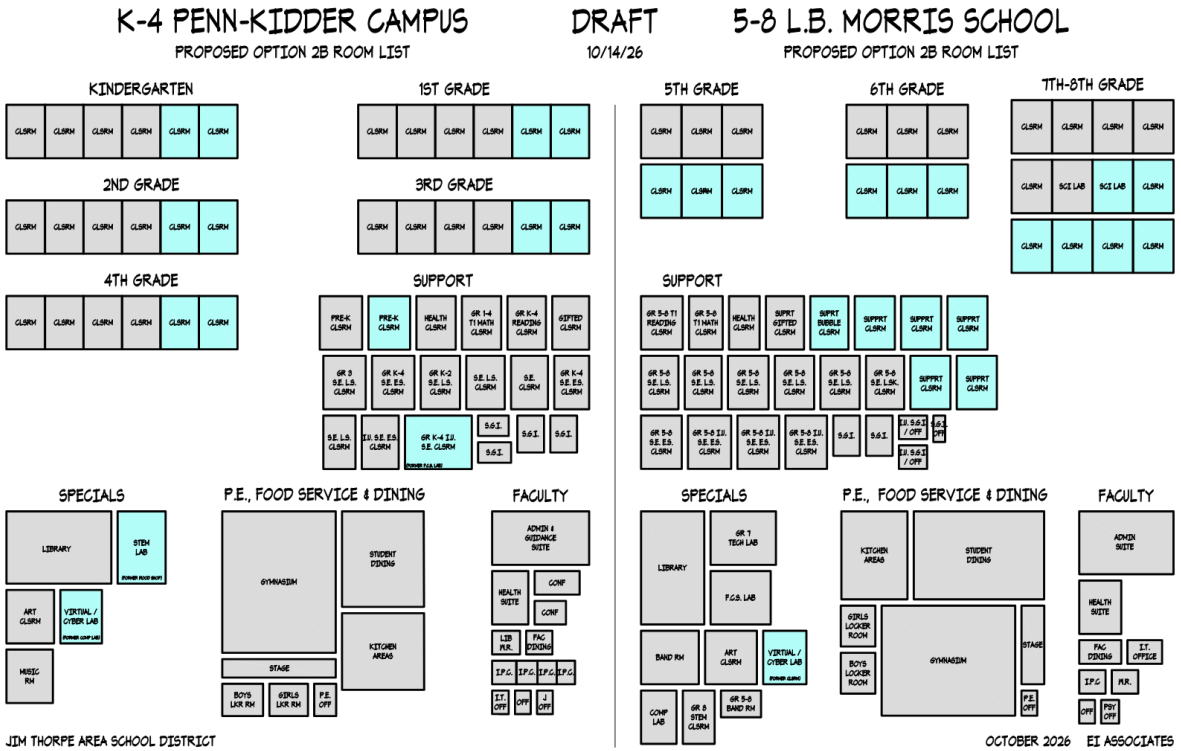
- **K-4** Penn-Kidder Campus
  Grade Realignment & Renovations
- **5-8** L.B. Morris School
  Grade Realignment
- **9-12** High School
  Maintain
- Address rank 1 & 2 deficiencies at **All Buildings**

		K-4 Option 2B					5-8 Option 2B				
		Penn-Kidder					L.B. Morris				
		No	Area	Total	K-4 Dist	K-4 PDE	No	Area	Total	5-8 Dist	5-8 PDE
CLASSROOM AREAS	Kindergarten Clsrm	6	835	5010	132	150			0		
	First Grade Clsrm	6	835	5010	132	150			0		
	Second Grade Clsrm	6	835	5010	132	150			0		
	Third Grade Clsrm	6	835	5010	132	150			0		
	Fourth Grade Clsrm	6	835	5010	132	150			0	0	0
	Fifth Grade Clsrm			0	0	0	6	875	5250	150	150
	Sixth Grade Clsrm			0	0	0	6	875	5250	150	150
	Sixth Grade Clsrm / Lab			0	0	0			0		
	7th & 8th Grade Clsrm			0	0	0	10	875	8750	250	250
	7th & 8th Grade Science Lab			0	0	0	2	875	1750	50	50
SUPPORT AREAS	Suprt Clsrm / Bubble Clsrm	4	830	3320	88	100	4	775	3100	100	100
	Suprt Clsrm / Bubble Clsrm	0	800	0	0	0	1	760	760	25	25
	Former Clsrm / Other Use			0	0	0	5	875	4375	125	125
	Divided Clsrm / Seminar										
	Pre-K Clsrm	2	900	1800					0		
	S.E. Clsrm	7	825	5775			7	830	5810		
	I.U. / S.E. Clsrm	2	1000	2000			3	900	2700		
	Seminar / S.G.I. / Conf	2	415	830			2	420	840		
	S.G.I. / Office	2	280	560			1	125	125		
	I.U. S.G.I. / Office			0			2	265	530		
	F.C.S. Lab			0			1	1300	1300	20	20
	T.E. / Wood Shop / STEM			0					0		
	Tech Ed Lab / STEM			0			1	1415	1415	20	20
	STEM Clsrm			0			1	690	690	20	20
	Computer Lab			0			1	770	770	20	20
	Virtual / Cyber Lab	1	890	890			1	900	900	20	20
	Art Classroom	1	1030	1030			1	1120	1120	20	20
	Music Classroom	1	1000	1000			1	1250	1250	20	20
	Music / Band			0			1	435	435		
ANCILLARY / CORE AREAS	Library / Media Center	1	3070	3070			1	2900	2900		
	Gymnasium	1	6500	6500			1	5950	5950	33	33
	P.E. Office	1	285	285			1	160	160		
	Locker Room	2	515	1030			2	580	1160		
	Stage / Platform	1	850	850			1	740	740		
	Student Dining	1	3160	3160			1	4830	4830		
	Kitchen Areas	1	2550	2550			1	2370	2370		
	Admin / Guid Suite	1	1420	1420			1	2400	2400		
	Health Suite	1	785	785			1	915	915		
	Faculty Dining / Workroom	1	250	250			1	410	410		
	Faculty / I.P.C. / Office	2	150	300			2	160	320		
	Faculty / I.P.C.	5	210	1050			3	280	840		
	Functional Capacity			660					818		
	Total Capacity			850					921		
	Scheduled Area			63,505 SF					70,115 SF		
	Total Architectural Area			98,800 SF					107,155 SF		
	New Architectural Area			0 SF					0 SF		
	Enrollment			750-850					600-700		

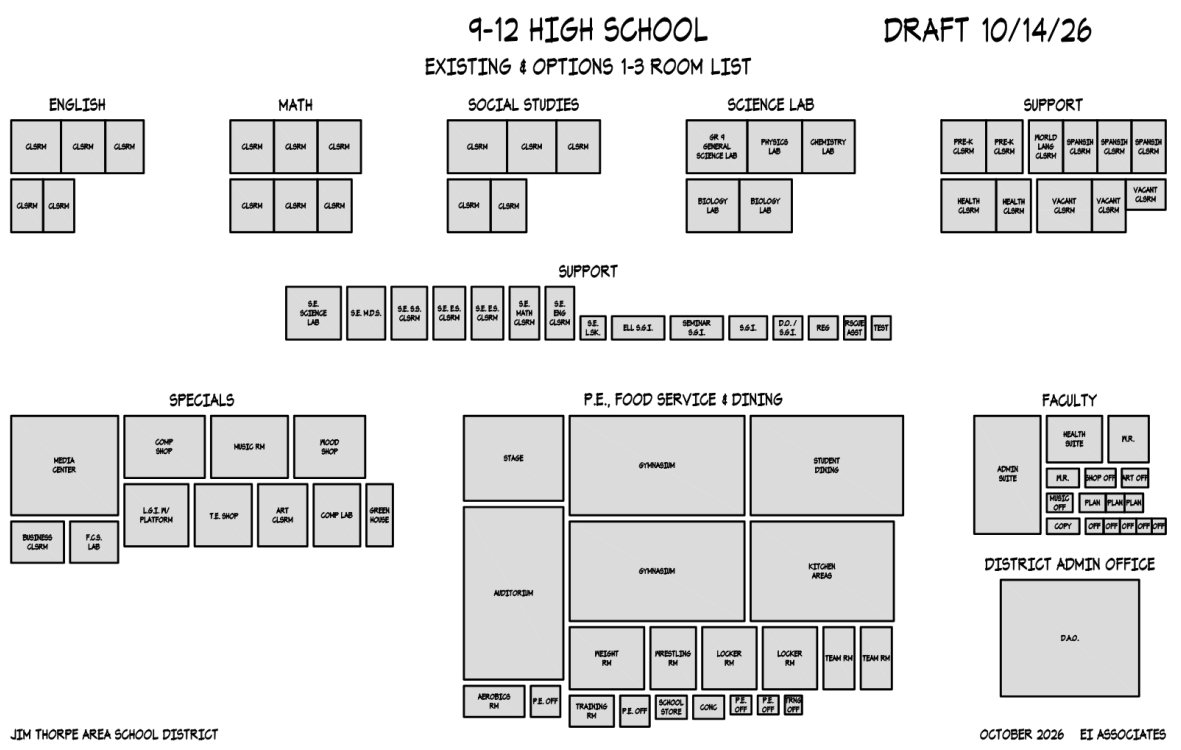
		9-12 Exist & Opt 1-3				
		High School				
		No.	Area	Total	Dist	PDE
CLSRMS	English Clsrm	5	855	4275	125	125
	Math Clsrm	6	915	5490	150	150
	Social Studies Clsrm	5	1010	5050	125	125
	Science Lab	5	1200	6000	100	100
	Foreign Lang Clsrm	4	750	3000	100	100
	7th & 8th Grade Clsrm					
	7th & 8th Grade Science Lab					
	Suprt Clsrm	4	975	3900	100	100
SUPPORT	Pre-K Clsrm	2	890	1780		
	S.E. L.S. Clsrm / Core Subjects	4	815	3260		
	S.E. E.S. / M.D.S. Clsrm	3	745	2235		
	S.E. L.Sk / Gifted S.G.I.	1	245	245		
	Seminar / S.G.I.	6	360	2160		
	Greenhouse	1	780	780		
	School Store / Conc.	2	300	600		
	L.G.I. w/ Platform	1	1650	1650		
	Business Clsrm	1	900	900	25	25
	Computer Lab	1	1200	1200	20	20
	Music / Band / Choral	1	1980	1980	25	25
	Music Office / Storage	1	200	200		
	Art Classroom	1	1270	1270	20	20
	F.C.S. Lab	1	810	810	20	20
	T.E. Shop	3	1790	5370	60	60
ANCILLARY / CORE AREAS	Media Center	1	4400	4400		
	Gymnasium	2	7200	14400	132	132
	Training / Aerobics	1	760	760		
	Weight Room / Fitness	1	1920	1920		
	Training	1	570	570		
	Wresting Room	1	1200	1200		
	Locker Room	2	1400	2800		
	Team Room	2	800	1600		
	Officials / P.E. Office / Coach	5	245	1225		
	Auditorium	1	7100	7100		
	Stage / Platform	1	3500	3500		
	Student Dining	1	6280	6280		
	Kitchen Areas	1	5980	5980		
	Administration / Guid Suite	1	3430	3430		
	Health Suite	1	1070	1070		
	Faculty / Science Lab Planning	3	170	510		
	Faculty / Workroom	3	405	1215		
	Faculty / I.P.C. / Office	7	135	945		
	District Administration Offices	1	6675	6675		
	District Capacity					802
	PDE Total Capacity					902
	Scheduled Area			107,970 SF		
	Total Architectural Area			200,680 SF		
	New Architectural Area					
	Enrollment					549

FEASIBILITY STUDY – OPTION 2b

K-8 Elementary Schools



9-12 High School



FEASIBILITY STUDY – OPTION 4b

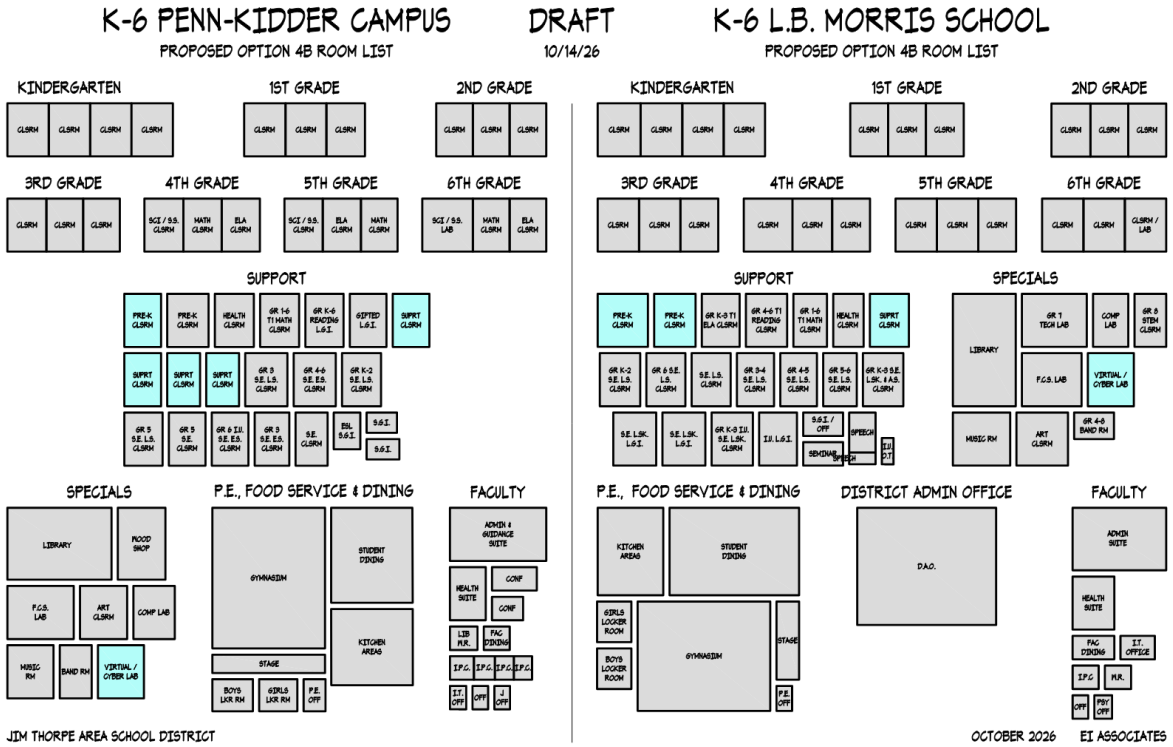
- **K-6** Penn-Kidder Campus
  Grade Realignment
- **K-6** L.B. Morris School
  Grade Realignment & DAO Relocation
- **7-12** High School
  8 Classroom Addition & Renovations
- Address rank 1 & 2 deficiencies at **All Buildings**

		K-6 Opt. 4B					K-6 Opt.4B				
		Penn-Kidder					L.B. Morris				
		No	Area	Total	K-6 Dist	K-6 PDE	No	Area	Total	K-6 Dist	K-6 PDE
CLASSROOM AREAS	Kindergarten Clsrm	4	875	3500	88	100	4	910	3640	88	100
	First Grade Clsrm	3	875	2625	66	75	3	825	2475	66	75
	Second Grade Clsrm	3	800	2400	66	75	3	845	2535	66	75
	Third Grade Clsrm	3	820	2460	66	75	3	875	2625	66	75
	Fourth Grade Clsrm	3	840	2520	66	75	3	915	2745	66	75
	Fifth Grade Clsrm	3	820	2460	66	75	3	875	2625	66	75
	Sixth Grade Clsrm	2	800	1600	44	50	2	900	1800	44	50
	Sixth Grade Clsrm / Lab	1	1100	1100	22	25	1	1065	1065	22	25
	7th & 8th Grade Clsrm			0					0		
	7th & 8th Gr. Sci. Lab			0					0		
SUPPORT AREAS	Suprt / Bubble Clsrm	4	830	3320	88	100	4	775	3100	88	100
	Suprt / Bubble Clsrm						1	755	755	22	25
	Former Clsrm / Other Use	4	750	3000	88	100			0	0	0
	Pre-K Clsrm	2	825	1650			2	900	1800		
	S.E. Clsrm	7	825	5775			7	830	5810		
	I.U. / S.E. Clsrm	1	800	800			4	900	3600		
	Seminar / S.G.I. / Conf	3	380	1140			2	420	840		
	S.G.I. / Office	2	280	560			1	125	125		
	I.U. S.G.I. / Office			0			2	265	530		
	F.C.S. Lab	1	1370	1370			1	1300	1300		
	T.E. / Wood Shop / STEM	1	1450	1450					0		
	Tech Ed Lab / STEM			0			1	1415	1415		
	STEM Clsrm			0			1	690	690		
	Computer Lab	1	890	890			1	770	770		
	Virtual / Cyber Lab	1	1000	1000			1	1000	1000		
	Art Classroom	1	1030	1030			1	1120	1120		
	Music Classroom	1	1000	1000			1	1250	1250		
	Music / Band	1	700	700			1	435	435		
ANCILLARY / CORE AREAS	Library / Media Center	1	3070	3070			1	2900	2900		
	Gymnasium	1	6500	6500			1	5950	5950		
	P.E. Office	1	285	285			1	160	160		
	Locker Room	2	515	1030			2	580	1160		
	Stage / Platform	1	850	850			1	740	740		
	Student Dining	1	3160	3160			1	4830	4830		
	Kitchen Areas	1	2550	2550			1	2370	2370		
	Admin / Guid Suite	1	1420	1420			1	2400	2400		
	Health Suite	1	785	785			1	915	915		
	Faculty Dining / Workrm	1	250	250			1	410	410		
	Faculty / I.P.C. / Office	2	150	300			2	160	320		
	Faculty / I.P.C.	6	199	1194			3	280	840		
	Districtt Admin Office			0			1	6675	6675		
	Functional Capacity				484					484	
	Total Capacity				750					675	
	Scheduled Area			63,744 SF					73,720 SF		
	Total Arch. Area			98,800 SF					107,155 SF		
	New Arch. Area			0 SF					0 SF		
	Enrollment			525-625					525-625		

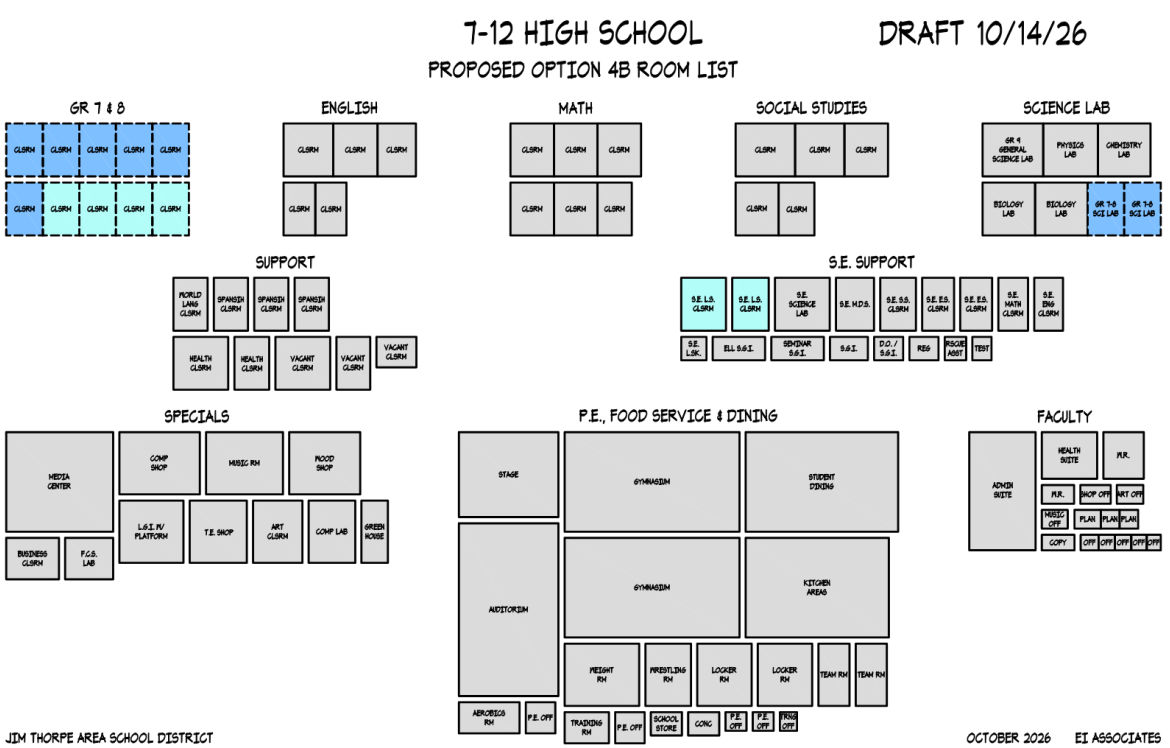
		7-12 Option 4 & 4B				
		High School				
		No.	Area	Total	Dist	PDE
CLSRMS	English Clsrm	5	855	4275	125	125
	Math Clsrm	6	915	5490	150	150
	Social Studies Clsrm	5	1010	5050	125	125
	Science Lab	5	1200	6000	100	100
	Foreign Lang Clsrm	4	750	3000	100	100
	7th & 8th Grade Clsrm	10	800	8000	250	250
	7th & 8th Grade Science Lab	2	800	1600	50	50
	Suprt Clsrm	4	975	3900	100	100
SUPPORT	Pre-K Clsrm			0		
	S.E. L.S. Clsrm / Core Subjects	6	815	4890		
	S.E. E.S. / M.D.S. Clsrm	3	745	2235		
	S.E. L.Sk / Gifted S.G.I.	1	245	245		
	Seminar / S.G.I.	6	360	2160		
	Greenhouse	1	780	780		
	School Store / Conc.	2	300	600		
	L.G.I. w/ Platform	1	1650	1650		
	Business Clsrm	1	900	900	25	25
	Computer Lab	1	1200	1200	20	20
	Music / Band / Choral	1	1980	1980	25	25
	Music Office / Storage	1	200	200		
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ANCILLARY / CORE AREAS	Media Center	1	4400	4400		
	Gymnasium	2	7200	14400	132	132
	Training / Aerobics	1	760	760		
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	Training	1	570	570		
	Wresting Room	1	1200	1200		
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	Officials / P.E. Office / Coach	5	245	1225		
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	Stage / Platform	1	3500	3500		
	Student Dining	1	6280	6280		
	Kitchen Areas	1	5980	5980		
	Administration / Guid Suite	1	3430	3430		
	Health Suite	1	1070	1070		
	Faculty / Science Lab Planning	3	170	510		
	Faculty / Workroom	3	405	1215		
	Faculty / I.P.C. / Office	7	135	945		
	District Administration Offices			0		
	District Capacity				977	
	PDE Total Capacity				1172	
	Scheduled Area			110,745 SF		
	Total Architectural Area			212,280 SF		
	New Architectural Area			11,600 SF		
	Enrollment			900-1050		

FEASIBILITY STUDY – OPTION 4b

K-6 Elementary Schools



7-12 High School



PROPOSED OPTIONS – COMPARISON COSTS

PROPOSED Options - Costs

Option 1 - Base Project Costs (6,000 sqft addition)
(406,635 sqft renovation)

Total Construction Cost:	$34.6 M
Total Project Cost*:	**$47.6 M**

Option 2a – Base Project Costs (406,635 sqft renovation)

Total Construction Cost:	$32.2 M
Total Project Cost*:	**$44.6 M**

Option 2b – Base Project Costs (406,635 sqft renovation)

Total Construction Cost:	$32.9 M
Total Project Cost*:	**$45.5 M**

Option 4b – Base Project Costs (11,600 sqft addition)
(406,635 sqft renovation)

Total Construction Cost:	$36.8 M
Total Project Cost*:	**$50.8 M**



*Total project costs have been given an inflation factor of 3% over a span of 5-years

PROPOSED OPTIONS – COMPARISON COSTS

OPTION 1

Status Quo

K-8
- ❑ Maintain Penn-Kidder
- ❑ Renovations (Rank 1&2)
- ❑ Addition

K-8
- ❑ Maintain L.B. Morris
- ❑ Renovations (Rank 1&2)
- ❑ Addition

9-12
- ❑ Maintain High School
- ❑ Renovations (Rank 1&2)

Total Project Cost*
$47,598,800

Annual Total Share**
$3.61m

Annual Operational Expense Savings***
($0k)

Annual Net Share
$3.61m

OPTION 2a

Grade Re-alignment & Renovations

K-3
- ❑ Penn-Kidder
  - Grade Re-alignment
- ❑ Renovations (Rank 1&2)

4-8
- ❑ L.B. Morris
  - Grade Re-alignment
- ❑ Renovations (Rank 1&2)

9-12
- ❑ Maintain High School
- ❑ Renovations (Rank 1&2)

Total Project Cost*
$44,695,600

Annual Total Share**
$3.39m

Annual Operational Expense Savings***
($2.0m)

Annual Net Share
$1.39m

OPTION 2b

Grade Re-alignment & Renovations

K-4
- ❑ Penn-Kidder
  - Grade Re-alignment
- ❑ Renovations (Rank 1&2)

5-8
- ❑ L.B. Morris
  - Grade Re-alignment
- ❑ Renovations (Rank 1&2)

9-12
- ❑ Maintain High School
- ❑ Renovations (Rank 1&2)

Total Project Cost*
$45,565,200

Annual Total Share**
$3.45m

Annual Operational Expense Savings***
($2.0m)

Annual Net Share
$1.45m

OPTION 4b

Renovation & Additions

K-6
- ❑ Penn-Kidder
  - Grade Re-alignment
- ❑ Renovations (Rank 1&2)

K-6
- ❑ L.B. Morris
  - Grade Re-alignment
- ❑ Renovations (Rank 1&2)

7-12
- ❑ Maintain High School
  - Grade Re-alignment
- ❑ Renovations (Rank 1&2)

Total Project Cost*
$50,825,400

Annual Tota6l Share**
$3.86m

Annual Operational Expense Savings***
($682k)

Annual Net Share
$3.17m

*Total project costs have been given an inflation factor of 3% over a span of 5-years

**Annual Total Share has been updated by FSL 10/14/26

*** Annual Operational Expense Savings have been updated 9/4/26

SCHEDULE

- January 2027 – Notice to Proceed
- January 2027 – December 2027 – Design & Permitting
- January 2028 – February 2028 – Bidding
- March 2028 – May 2028 – Contracts & Material Procurement
- June 2028 – August 2029 – Construction

Q&A



PROPOSED OPTIONS – PROS & CONS

- **Option 2b** (K-4 Penn-Kidder; 5-8 L.B. Morris; 9-12 High School)
  - **Pros**
    - More focused curriculum alignment, leadership, and supervision
    - More aligned and focused professional development in literacy
    - Stronger foundational skill development and intervention
    - Less interaction with older, more mature language and behaviors
    - Building features, including bathrooms, cafeterias, and play areas, meet the needs of all learners
    - Resources, including instructional materials and special education, are better allocated
    - Students meet and develop a whole class culture starting in Kindergarten
    - Junior high sports have students from one (1) school rather than two (2) – time/expense savings
    - Increased family engagement by parents of K-4 students
  - **Cons**
    - Students experience three transitions during career instead of two
    - Potential decrease in family engagement by parents of 5-8 students
    - Some students may have longer bus rides

PROPOSED OPTIONS – PROS & CONS

- **Option 4b** (K-6 Penn-Kidder; K-6 L.B. Morris; 7-12 High School)
  - **Pros**
    - Earlier access to advanced courses for all 7th & 8th grade students
    - Continuity of curriculum and remediation with lower level courses
    - Mentorship opportunities for older students to service the younger students
    - Fewer educational transitions with the final transition for students occurring after 6th grade
    - Teachers can teach a wider array of courses associated with their certification
    - Opportunity for younger students to experience more extracurriculars (ex. Drama, Student Council, etc.)
  - **Cons**
    - Students can witness older, more mature behaviors and language
    - Younger students (7th-8th grade) may have fewer leadership opportunities in a 7-12 structure versus a K-8 structure
    - Teachers may require additional training to teach 7th & 8th grade students
    - May be a sense that teachers focus more on older students than the younger students

Cell Phone Use -

The **office telephone** is available for student use in the event of an emergency. Students must request permission to use the telephone and should not expect to be excused from class to do so.

** In the event of a **student sickness**, students are **NOT** permitted to use their cell phones to contact a parent to pick them up from school. They must see the nurse and she will make the parental contact.

Violation: 1st Offense: Infraction, Warning, unexcused absence
2nd Offense: Infraction, after school detention, unexcused absence.

**** Cell phones** are **not to be used in the building**. This includes taking photos, videos, accessing and/or posting on social media during school hours, which includes buses/vans. We request that all cell phones **be kept** in the student's **locker** and/or **bookbag**. The cell phone should be **turned off and/or silenced during school hours.**

Violation for photos/video/posting to social media:
1st Offense: ISS
2nd + Offenses: 2 days of ISS and the cell phone must stay in the office during school hours

** If the video/photos are used to cyber bully a student then the bullying policy consequences will be followed in addition to the cell phone use policy consequences.

****Airpods, Smart watches and headphones** fall into the same category as cell phones—they are NOT to be out or in use during the course of the day.

General Cell Phone Consequences: violations for texting or making phone calls to friends or family during school hours

1st offense - The student brings the cell phone to the main office for the remainder of the day. The student may pick up the phone at the end of the school day.

2nd offense - The student will bring the phone to the main office and a parent or guardian will need to pick up the cell phone at the end of the school day.

3rd offense - same as number 2 plus a detention will be assigned.

* **Additional offenses** will result in an ISS.

Jim Thorpe Area School District

POLICY PORTAL™ PSBA

BOARD POLICY

800 Records Management

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
800	12/22/2008	v1	ACTIVE

PRINTED
9/28/2026

Purpose

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.

Authority

The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.[1]

All other district records shall be retained in accordance with state and federal law and regulations and the district Records Management Plan approved by the Board.

The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.[2] [3]

Definitions

Electronic Mail (E-mail) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists

primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.[4]

Records Management Plan - the system implemented by the district for the retention, retrieval, and disposition of all records generated by district operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

Delegation of Responsibility

Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Board Secretary, Business Manager, and Director of Technology and Information Services as the district's Records Coordinators who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:

    a. Operation, care and handling of the equipment and software.

    b. Requirements of the Records Retention Schedule.

    c. Protocols for preserving and categorizing district records.

    d. Identification of what is and what is not a record.

    e. Disposal of records.

2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.

3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.

Records Management Committee

A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

1. Open Records Officer. **[5]**

2. Superintendent.

3. Board Secretary.[6]

4. District solicitor.

5. Information Technology Director or designee.

6. Business Manager.

7. Board member(s).

8. School Nurse.

9. Director of Buildings and Grounds.

The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The district's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including e-mails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

1. Comprehensive listing of records and data of the district.
2. Criteria to distinguish records of the school district from the supplemental personal records of individual employees.[7][8]
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.
4. Preservation measures to protect the integrity of records and data.
5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.
6. Procedures and employee designated for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
10. Staff positions authorized to access district records.

11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:

    a. Who can initiate a litigation hold.

    b. How and to whom a litigation hold is communicated.

    c. Who will determine which records are subject to the litigation hold.

    d. Who will be responsible for collecting and preserving such records and data.

    e. Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold.

    f. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The district shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

E-mail Records

E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depend on the function and content of the individual message.

Records on an e-mail system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.

E-mail messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

E-mail records may be maintained as an electronic record or be printed and maintained as a manual record.

For each e-mail considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

Contractors

Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.[9]

Legal Footnotes

[1] 24 P.S. 518
LEGAL REFERENCE

[2] 65 P.S. 67.901
LEGAL REFERENCE

[3] Pol. 828 — Fraud
POLICY REFERENCE

[4] 65 P.S. 67.102
LEGAL REFERENCE

[5] Pol. 801 — Public Records
POLICY REFERENCE

[6] 24 P.S. 433
LEGAL REFERENCE

[7] 20 U.S.C. 1232g
LEGAL REFERENCE

[8] 65 P.S. 67.708
LEGAL REFERENCE

[9] 65 P.S. 67.506
LEGAL REFERENCE

Jim Thorpe Area School District

POLICY PORTAL™ PSBA

Under Review policy saved successfully. — content, tracked changes, comments

BOARD POLICY

800 Records Manage

POLICY NUMBER	ADOPTED	LAST REVIEWED	VERSION
800	12/22/2008	9/28/2026	v2.1

DOCUMENT STATUS	PRINTED
UNDER-REVIEW	9/28/2026

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Authority

The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.[1]

All other district records shall be retained in accordance with state and federal laws and regulations and the district Records Management Plan approved by the Board.

The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.[2] [1]

Definitions

Electronic Mail (Email) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, ph
stored or maintained electronically and a dat

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Records Management Plan - the system i
retention, retrieval and disposition of all records generated by district operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

Delegation of Responsibility

Any individual responsible for the collection, maintenance and/or security of records on behalf of the district shall comply with state and federal laws and regulations, Board policies, district procedures and the Records Management Plan.

Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Board Secretary, Business Manager, and Director of Technology and Information Services as the district's Records Coordinators who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:
   a. Operation, care and handling of the equipment and software.
   b. Requirements of the Records Retention Schedule.
   c. Protocols for preserving and categorizing district records.
   d. Procedures and responsibilities of district staff in the event of a litigation hold.
   e. Identification of what is and what is not a record.
   f. Disposal of records.
2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.
3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.

Records Management Committee

A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Com

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1. Open Records Officer. [2]
2. Superintendent.
3. Board Secretary.[6]
4. District solicitor.
5. Director of Information Technology or designee.
6. Business Manager.
7. **Assistant Superintendent.**
8. Board member(s).
9. School Nurse
10. Director of Buildings and Grounds

The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The district's Records Management Plan shall be the principal means for the **storage,** retention, retrieval and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

1. Comprehensive listing of records and data of the district.
2. Criteria to distinguish records of the school district from the supplemental personal records of individual employees.[7][8]
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced and disposed.
4. Preservation measures to protect the integrity of records **and reduce the risk of a data breach. Such measures shall include encryption or other appropriate security procedures**.**[9]**
5. Data map or flow chart detailing the sources, routes and destinations of electronic records.
6. Procedures and **employee(s)** designated for determining whether an item is a record.

7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of
disaster.
10. Staff positions authorized to access distri
11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
    a. Who can initiate a litigation hold.
    b. How and to whom a litigation hold is communicated.
    c. Who will determine which records are subject to the litigation hold.
    d. Who will be responsible for collecting and preserving such records and data.
    e. Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold.
    f. In what format the records will be collected.

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When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The district shall **store,** maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district requires that all manual record systems be assessed annually and all vital information be entered into an electronic records system for long-term storage and backup recovery.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use

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Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

Email Records

Email messages, in and of themselves, do not constitute records. Retention and disposition of email messages depend on the function and content of the individual message.

Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the district’s Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

Email records may be maintained as an electronic record or be printed and maintained as a manual record.

For each email considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

Service Providers

The Board requires service providers co
retain and dispose of district records in
[12]

Under Review policy saved successfully. — content, tracked changes, comments

Legal Footnotes

[1] Pol. 828
POLICY REFERENCE
Referenced policy is not available in this policy book.

[2] Pol. 801
POLICY REFERENCE
Referenced policy is not available in this policy book.

[4] 65 P.S. 67.102
LEGAL REFERENCE

[6] 24 P.S. 433
LEGAL REFERENCE

[7] 65 P.S. 67.708
LEGAL REFERENCE

[8] 20 U.S.C. 1232g
LEGAL REFERENCE

[9] 73 P.S. 2301 et seq
LEGAL REFERENCE

[12] 65 P.S. 67.506
LEGAL REFERENCE

Jim Thorpe Area School District

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BOARD POLICY

803 School Calendar

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
803	11/8/2004	v1	ACTIVE

PRINTED
9/28/2026

Purpose

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district.

Authority

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law.[1][2][3][4]

The school calendar shall normally consist of a minimum of 180 student days.[1][5][6]

The Board reserves the right to alter the school calendar when it is in the best interests of the district.

Delegation of Responsibility

The Superintendent shall prepare annually a school calendar for Board consideration no later than June 1.

Legal Footnotes

[1] 24 P.S. 1501
LEGAL REFERENCE

[2] 24 P.S. 1502
LEGAL REFERENCE

[3] 24 P.S. 1503
LEGAL REFERENCE

[4] 24 P.S. 1504
LEGAL REFERENCE

[5] 22 PA Code 4.4
LEGAL REFERENCE

[6] 22 PA Code 11.1
LEGAL REFERENCE

Jim Thorpe Area School District

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Submitted for review — policy is now Under Review.

Policy saved — content, tracked changes, comments, under-review sub-status

BOARD POLICY

803 School Calendar

POLICY NUMBER	ADOPTED	
803	11/8/2024	
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**
UNDER-REVIEW	Committee Review	9/28/2026

PURPOSE

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district **and communication with students, staff, parents/guardians and the school community.**

AUTHORITY

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law **and regulations. This may include, as appropriate, activities qualifying as instructional days or hours under the direction of certified school employees for fulfilling the minimum required days or hours of instruction under law, regulations and state guidance**.[1][2][3][4][5][6][7][8][9]

The school calendar shall normally consist of a minimum of 180 student days. [1][2][8][10]

The Board reserves the right to alter the school calendar when it is in the best interests of the district, **including in cases of emergency, in accordance with applicable law and regulations. The Board shall take action to establish temporary provisions in cases of emergency, in accordance with law, and shall document such actions with the PA Department of Education when required.**[2][5][6][7][9][11][12][13] **[14]**
Temporary provisions established in accordance with law may include but are not limited to:[1][2][5][6][7][8][9][12][13] **[15]**

1. **Keeping schools in session such days and hours as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.**
2. **Reducing the length of time of daily instruction for courses and classes.**

3. **Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.**

Each year, prior to finalizing the school calendar, the Board must discuss the use or potential use of flexible instructional da at a public Board meeting.[7] [14]

Submitted for review — policy is now Under Review.

Policy saved — content, tracked changes, comments, under-review sub-status

DELEGATION OF RESPONSIBILITY

The Superintendent shall annually prepare a than June 1.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions in accordance with law, regulations, guidance from the PA Department of Education and Board policy.[7][14] [15]

Legal Footnotes

[1] 24 P.S. 133
LEGAL REFERENCE

[2] 24 P.S. 1501
LEGAL REFERENCE

[3] 24 P.S. 1502
LEGAL REFERENCE

[4] 24 P.S. 1503
LEGAL REFERENCE

[5] 24 P.S. 1504
LEGAL REFERENCE

[6] 24 P.S. 1505
LEGAL REFERENCE

[7] 24 P.S. 1506
LEGAL REFERENCE

[8] 22 PA Code 11.1
LEGAL REFERENCE

[9] 22 PA Code 11.2
LEGAL REFERENCE

[10] 22 PA Code 4.4
LEGAL REFERENCE

[11] 24 P.S. 520
LEGAL REFERENCE

[12] 24 P.S. 520.1
LEGAL REFERENCE

[13] 24 P.S. 1501.3
LEGAL REFERENCE

[14] Pol. 006
POLICY REFERENCE
Referenced policy is not available in this policy book.

[15] Pol. 805 — Emergency Preparedness
POLICY REFERENCE

Jim Thorpe Area School District

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BOARD POLICY

204.1 Virtual Attendance and Wellness Checks

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
204.1	v2.1	UNDER-REVIEW	Committee Review

PRINTED
9/28/2026

PURPOSE

This policy establishes standards for wellness checks for students who receive academic instruction exclusively through the district's virtual instruction program for the full school year. Wellness checks are conducted to verify attendance and to facilitate the safety and well-being of students.

AUTHORITY

The Board directs the maintenance of a wellness check process that complies with state law.[1]

This policy shall be posted on the district's publicly accessible website.[1]

DEFINITION

District employee/representative – a district teacher, administrator or other district representative who is subject to mandated reporter requirements for child abuse under the Child Protective Services Law.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for implementing this policy.

It shall be the responsibility of the designated district employee/representative or contracted personnel to administer wellness check procedures in accordance with applicable law and this policy.

GUIDELINES

Weekly Wellness Checks

Weekly wellness checks must be conducted for each student enrolled in the district's virtual instruction program who receives academic instruction exclusively through virtual means for the full school year.[1]

At least once during any week consisting of three (3) or more full or partial academic instructional days, a district employee/representative shall ensure that each student is visibly seen and communicated with in real time either, in person or through electronic means.[1]

Wellness Check Methods

Acceptable methods of conducting wellness checks include:[1]

1. A student turning on a webcam and the district employee/representative visibly seeing and communicating with the student during synchronous online instruction.
2. Virtual or face-to-face participation by the student in any of the following activities:
    a. Health screenings.
    b. Standardized testing.
    c. Advising sessions.
    d. Tutoring sessions.
    e. In person, school-sponsored activities chaperoned by a district employee/representative.

Excused Absence Exemptions

A student may be exempt from a wellness check on the day a check is attempted if the student has an excused absence pursuant to applicable attendance requirements.[1] [4][5]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week. If a student has an excused absence for all school days during the same week, the student shall be exempt from the wellness check requirement for that week.[1] [4][5]

Internet or Power Outage Exemptions

A student may be exempt from a wellness check when the student's household experiences a documented Internet or power outage during the day and time of the attempted wellness check.[1]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week following resolution of the outage.[1]

The student's parent/guardian shall provide documentation of the outage to the district as soon as possible.[1]

Failure to Complete a Required Wellness Check

Within one (1) school day after a student fails to complete a required wellness check, the district or contracted personnel shall:[1]

1. Make documented and ongoing efforts to complete the required wellness check and contact the student's parent/guardian using at least two (2) different methods of communication; and
2. Provide written notice to the parent/guardian, in the parent's/guardian's preferred language, stating that the required wellness check has not been completed.

Wellness Review Conference

If the required wellness check is not completed within three (3) school days following the issuance of written notice, the district shall immediately schedule a wellness review conference to occur within one (1) school day. The wellness review conference may be conducted in person or through electronic means.[1]

The wellness review conference will be conducted to:[1]

1. Complete the required wellness check through real-time visual interaction with the student;
2. Reestablish communication with the student and the student's parent/guardian; and
3. Identify interventions to facilitate future participation in wellness checks.

The wellness review conference shall convene as scheduled regardless of whether the student or the student's parent/guardian participates.[1]

In-Person Wellness Check

If a student does not participate in the wellness review conference, the district must conduct an in-person wellness check within twenty-four (24) hours of the scheduled conference, even if this time period falls on a weekend or holiday.[1]

When the district has been unable to reach or obtain a response from the student or the student's parent/guardian, the Superintendent or designee shall file a complaint with Children & Youth Services.

Wellness Check Records

The district or contracted personnel shall maintain accurate records of all wellness checks, including the date, time, method, and outcome of each check.[1]

District administrators are prohibited from altering attendance records for wellness checks after a wellness check has been performed, except to correct an identified error.[1]

Reporting Requirements

Any district employee/representative or contracted personnel who observes an indication of abuse, neglect, or harm to a child during a wellness check, wellness review conference, or related contact, is required to report the concerns in accordance with law and Board policy.[1][2][3]

The district shall maintain documentation sufficient to demonstrate compliance with this policy and applicable law.[1]

Such documentation shall be provided to the Pennsylvania Department of Education (PDE) upon request. Failure to comply with the with such requests may result in:[1]

1. A requirement to report to PDE the date, time, and method of each wellness check for each student enrolled exclusively in the district's virtual instruction program.
2. Mandating district educators, administrators, and staff to complete child abuse recognition, prevention and reporting training annually.
3. Requiring the district to meet in person with each student enrolled in a virtual instruction program at least once during the school year following the school year in which the district was found to be out of compliance.
4. Prohibiting the district from being awarded a competitive state grant by PDE until the district demonstrates compliance.

Legal Footnotes

[1] **24 P.S. 1327.4**
LEGAL REFERENCE

[2] **23 Pa. C.S.A. 6301 et seq**
LEGAL REFERENCE

[3] **Pol. 806 — Child Abuse**
POLICY REFERENCE

[4] **24 P.S. 1329**
LEGAL REFERENCE

[5] **Pol. 204 — Attendance**
POLICY REFERENCE

Jim Thorpe Area School District

POLICY PORTAL™ PSBA

BOARD POLICY

249 Bullying/Cyberbullying

POLICY NUMBER	ADOPTED	REVISED	VERSION
249	10/20/2008	8/20/2025	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/28/2026		

Purpose

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

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that involves a pattern of aggressive behavior over time and an imbalance of power, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.[1]

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

Students are encouraged to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [2] **[3]**

Discrimination/Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying. **[4]** **[5]**

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

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

District administration shall annually provide the following information with the school safety and security incident report:[1] **[6]**

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1] [7] [8]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][9][10] [11]

Complaint Procedure

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. The complainant or reporting employee is encouraged to submit a written complaint, but oral complaints shall be acceptable.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Superintendent.

The complainant or reporting employee is encouraged to submit a written complaint to the principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of bullying, the building principal shall immediately notify the parent/guardian of the complainant and the accused of the complaint and investigate the complaint. If the building principal is the subject of the complaint or is unable to conduct the investigation, the investigation will be completed by the superintendent or his/her designee.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The initial complaint and any findings of the investigation shall be provided to the parents/guardians of the accused student and the complainant.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The investigative report shall be retained by the principal/designee and forwarded to the Superintendent as appropriate.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1] **[7]** **[12]**

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

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

If the complainant or his/her parents/guardians are dissatisfied with the progress of the investigation or the decision/resolution reached, he/she has the right to file a written request, no later than ten (10) days after learning the investigation was completed, seeking a review by the Superintendent. The Superintendent will review the progress of the investigation, or the completed investigation, and the decision/resolution materials and communicate a response to consistent with due process and other confidentiality rights of employees, witnesses and alleged perpetrators. This request may be filed by email to the Superintendent or by a letter addressed to the Superintendent outlining your reason for requesting a review.

Legal Footnotes

[1] **24 P.S. 1303.1-A**
LEGAL REFERENCE

[2] **24 P.S. 1302-E**
LEGAL REFERENCE

[3] **Pol. 236.1 — Threat Assessment**
POLICY REFERENCE

[4] **Pol. 103 — Nondiscrimination/Discriminatory Harassment — School and Classroom Practices**
POLICY REFERENCE

[5] **Pol. 103.1 — Nondiscrimination — Qualified Students with Disabilities**
POLICY REFERENCE

[6] **Pol. 805.1 — Relations With Law Enforcement Agencies**
POLICY REFERENCE

[7] **Pol. 218 — Student Discipline**
POLICY REFERENCE

[8] **22 PA Code 12.3**
LEGAL REFERENCE

[9] **20 U.S.C. 7118**
LEGAL REFERENCE

[10] **24 P.S. 1302-A**
LEGAL REFERENCE

[11] **Pol. 236 — Student Assistance Program**
POLICY REFERENCE

[12] **Pol. 233 — Suspension and Expulsion**
POLICY REFERENCE

Jim Thorpe Area School District

POLICY PORTAL™ PSBA

BOARD POLICY

249 Bullying/Cyberbullying

POLICY NUMBER	ADOPTED	REVISED	VERSION
249	10/20/2008	8/20/2025	v2.3
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER-REVIEW	Committee Review	10/13/2026	

PURPOSE

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

DEFINITIONS

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs or platforms.[1]

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

1. Substantially interfering with a student's education**; or**
2. Creating a threatening environment**; or**
3. Substantially disrupting the orderly operation of the school.

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software or online platforms regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence–generated or modified media. Cyberbullying includes bullying conduct which occurs in and/or outside a school setting.[1]

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

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report bullying or cyberbullying or participate in an investigation or other process addressing bullying or cyberbullying.

AUTHORITY

The Board prohibits all forms of bullying **and cyberbullying** by district students **and requires that this policy be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.**[1]

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

The Board directs that complaints of bullying **and cyberbullying** be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying **or cyberbullying** brought pursuant to this policy **to** also be reviewed for conduct which may not be proven to be bullying **or cyberbullying** under this policy but merits review and possible action under other Board policies.[1]

Confidentiality

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

Retaliation

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

DELEGATION OF RESPONSIBILITY

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

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

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

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

District administration shall annually provide the following information with the school safety and security incident report:[1][2]

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

GUIDELINES

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except where made by district staff. Students are encouraged to use the district's reporting form attached to this policy, or to submit a written complaint; however, oral complaints will be

accepted, documented and investigated.

Any individual receiving a complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor any person involved.

District staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly provide a summary of the observed or reported conduct to the building principal or designee.

For purposes of this policy, a reporter is an individual, other than district staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building principal or designee shall encourage the complainant or reporter to complete the district's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building principal or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the district reporting form.

As soon as practical after the receipt of a report of bullying or cyberbullying, the district shall notify the parent(s)/guardian(s) of any student involved in the incident.

If the complainant, district staff, or other professionals with knowledge of the complainant's health and well-being indicate that notifying a parent/guardian could place the complainant or another person at risk of abuse, neglect or other imminent harm, the building principal, in consultation with the Superintendent and legal counsel, and as appropriate, law enforcement, child welfare authorities and other qualified professionals, may determine whether parental notification should be delayed as permitted by law. The basis for the delay must be documented, and parent/guardian notification shall occur as soon as legally and safely practicable.[3][4]

Every report of bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken.

Threat Assessment

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall make a referral to the district's threat assessment team in accordance with applicable law and Board policy.[5][6]

Discrimination/Harassment

If, at the time of the report or at any time during the investigation of the alleged bullying/cyberbullying, there is reason to believe that the conduct may fall within the provisions of the district's discrimination/harassment policies, the Title IX Coordinator must be promptly

notified. Upon notification, the Title IX Coordinator will immediately initiate steps to comply with appropriate policies and procedures. The investigation will be handled as a joint and concurrent investigation to address all appliable allegations and legal requirements.[7][8]

Investigation Procedures

After determining that the matter does not require handling under Policy 103, the building principal shall determine whether the investigation may be conducted by the principal or designee or whether the matter must be referred to the Superintendent or another appropriate administrator.

If law enforcement has been notified, a law enforcement report has been filed, or substantiated allegations could result in expulsion, the building principal shall consult with the Superintendent or appropriate administrator, who may seek advice from legal counsel.

Investigations shall be timely, impartial, thorough and comprehensive. The investigation may include:

1. **Interviewing the complainant.**
2. **Interviewing the individual(s) accused of the conduct.**
3. **Interviewing witnesses.**
4. **Reviewing physical, electronic or documentary evidence.**
5. **Reviewing any other relevant information provided during the investigation.**
6. **Conducting any additional inquiry reasonably necessary to determine the facts and address proven misconduct.**

Investigative Findings

Within fifteen (15) days, unless additional time to complete the investigation is required, the investigator shall prepare findings that summarize the investigation, determine whether the allegations have been substantiated, identify any violation of Board policy or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the district shall notify the parent(s)/guardian(s) of any student involved in the incident of the determination of the investigation.

The complainant/reporter and the accused shall be informed of the outcome of the investigation within a reasonable period of time, consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be informed of any individual remedies provided to the complainant.[9]

District Response and Corrective Action

If an investigation results in a finding that bullying or cyberbullying or other misconduct occurred, the district shall take prompt and appropriate corrective action designed to stop the conduct, prevent its recurrence, protect affected students, eliminate any hostile or disruptive environment, and prevent retaliation.[1]

The district shall document corrective actions taken and, when permitted by law, inform the complainant or reporter of responsive measures. District administrators shall monitor the effectiveness of corrective actions and take additional measures when necessary.[1]

If an investigation reveals violations of other Board policies or circumstances requiring additional review, referral, discipline or intervention, the district shall address those matters through the appropriate disciplinary, administrative or support processes.

Any disciplinary action imposed shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, applicable collective bargaining agreements, and state and federal law, and may include:[1][2][13]

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

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][10]

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

If the complainant or his/her parents/guardians are dissatisfied with the progress of the investigation or the decision/resolution reached, he/she has the right to file a written request, no later than ten (10) days after learning the investigation was completed, seeking a review by the Superintendent. The Superintendent will review the progress of the investigation, or the completed investigation, and the decision/resolution materials and communicate a response to consistent with due process and other confidentiality rights of employees, witnesses and alleged perpetrators. This request may be filed by email to the Superintendent or by a letter addressed to the Superintendent outlining your reason for requesting a review.

Education

The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][11][12]

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. The report must include the total number of bullying and cyberbullying incidents that occurred during the school year, including the number of cyberbullying incidents suspected to involve artificial intelligence-generated or modified media.[2][14]

Legal Footnotes

[1] 24 P.S. 1303.1-A
LEGAL REFERENCE

[2] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[3] 23 Pa. C.S.A. 6301
LEGAL REFERENCE

[4] Pol. 806 — Child Abuse
POLICY REFERENCE

[5] 24 P.S. 1302-E
LEGAL REFERENCE

[6] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[7] Pol. 103 — Nondiscrimination/Discriminatory Harassment — School and Classroom Practices
POLICY REFERENCE

[8] Pol. 103.1 — Nondiscrimination — Qualified Students with Disabilities
POLICY REFERENCE

[9] Pol. 216 — Student Records
POLICY REFERENCE

[10] 22 PA Code 12.3
LEGAL REFERENCE

[11] 20 U.S.C. 7118
LEGAL REFERENCE

[12] 24 P.S. 1302-A
LEGAL REFERENCE

[13] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[14] 24 P.S. 1319-B
LEGAL REFERENCE

Jim Thorpe Area School District

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BOARD POLICY

805.2 School Security

POLICY NUMBER	ADOPTED	LAST REVIEWED	VERSION
805.2	10/14/2020	9/28/2026	v2.6
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
DRAFT	Administrative Review	10/13/2026	

AUTHORITY

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

The district shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.[1]

The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.[1]

DEFINITIONS

School security personnel - school police officers, school resource officers and school security guards.[2]

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.[2]

School day - **the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.**[1]

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[2]

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 Sch**
thirty (30) days of the vacancy and shal
appointment.[3]

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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.[3]

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[3]

1. Oversee all **school police officers, School Resource Officers (SROs), and** school security guards. **In the case where the School Safety and Security Coordinator also fills one the previous mentioned positions, the superintendent or designee will oversee his/her role in that position.**
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 **awareness and prevention,** bullying **and cyberbullying** awareness **and prevention**, 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][12][13]
4. **Meet with school employees annually to seek their input on the mandatory school safety and security training.**[4]
5. 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.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. **Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.**[8][14]
8. Coordinate School Safety and Security Assessments, **School Safety and Security grant requirements** and respond to School Safety and Security surveys, as applicable.[12][15]

9. **Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.**

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training and Security Committee for serving in th Coordinator. This training shall be in ad school administrators, but shall count toward professional education credit, where applicable.[3][16][17][18]

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The School Safety and Security Coordinator must complete any additional continuing education as required by the School Safety and Security Committee.[3]

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.[3][19]

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.**[8][14]
2. **The number and type(s) of school security personnel contracted or employed by the district, including:**[3]
   a. **The number of school security personnel that are armed, listed by type(s) of personnel.**
   b. **The school building at which each school security personnel is assigned, listed by type(s) of personnel.**
   c. **The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.**
   d. **A listing of other individuals utilized by the district for school safety-related duties.**
3. **An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.**
4. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[12]
5. Information on required school safety and security training and resources provided to students and staff.[12]
6. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.

7. 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.[20]
8. School safety and security incident report
to date for the current year.[21]
9. Updates regarding the district's memoran
agencies.[21]
10. Updates to laws, regulations and/or Board policies related to school safety and security.
11. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
12. Information on grants or funding applied for and/or received in support of school safety and security efforts.

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A copy of the report, **including the required information on threat assessment and school security personnel**, shall be submitted to the state's School Safety and Security Committee.[3]

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.

GUIDELINES

School Police Officers

The district may employ and/or 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.[2][22][23][24][25][26]

Within thirty (30) days of court approval for appointment of a school police officer, the district shall notify the School Safety and Security Committee and submit a copy of the court's order.[22]

School police officer –[2][23][24]

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.[26]

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 applica

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regulations. These requirements are address
police employed by the district and Board po
independent contractor or third-party vendor.[25][26][27][28][29][30]

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.[31][32]

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.[33][34]

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, the School Safety and Security Committee and the PA Commission on Crime and Delinquency:[35]

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.[31][36]

School police officers shall take and subscribe to the Oath of Office required by law.[37]

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 applicable law and Board policy.[22][38]

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.[38][39][40][41][42]

School police officers shall possess and exercise the following duties:[43]

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
employed by the district whose responsib
the district, may exercise the same powe
ordinance by the police of the municipality in which the school property is located.

Policy saved — content, tracked changes, comments

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[44]

School Resource Officers (SROs)

The district may establish an agreement with the Jim Thorpe and Kidder Township Police Departments, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[2][45]

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.[2]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[46]

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.[31][36]

SROs shall successfully complete required training, in accordance with law.[46]

School Security Guards

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The district may employ and/or contract for
accordance with the provisions of law.[2][25][

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.[2][24][26][47]

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.[25][26][27][28][29][30]

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.[31][32]

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.[33][34]

Requirements -

School security guards shall provide the following services, as directed by the district:[47]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[48]
5. Coordination with law enforcement officials,
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.[47]

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm t

Policy saved — content, tracked changes, comments

The district shall make reports regarding hiri
records, as required for a law enforcement agency, in accordance with applicable law and regulations.[31][36]

Other Agreements

The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[45][49][50][51]

Legal Footnotes

[1] 24 P.S. 1316-C
LEGAL REFERENCE

[2] 24 P.S. 1301-C
LEGAL REFERENCE

[3] 24 P.S. 1309-B
LEGAL REFERENCE

[4] 24 P.S. 1310-B
LEGAL REFERENCE

[5] Pol. 146.1
POLICY REFERENCE
Referenced policy is not available in this policy book.

[6] Pol. 227 — Controlled Substances/Paraphernalia
POLICY REFERENCE

[7] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[8] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[9] Pol. 249 — Bullying/Cyberbullying
POLICY REFERENCE

[10] Pol. 333 — Professional Development
POLICY REFERENCE

[11] Pol. 351 — Drug and Substance Abuse
POLICY REFERENCE

[12] Pol. 805 — Emergency Preparedness
POLICY REFERENCE

[13] Pol. 819 — Suicide Awareness, Prevention and Response
POLICY REFERENCE

[14] 24 P.S. 1302-E
LEGAL REFERENCE

[15] 24 P.S. 1305-B
LEGAL REFERENCE

[16] 24 P.S. 1316-B
LEGAL REFERENCE

[17] 24 P.S. 1205.1
LEGAL REFERENCE

[18] 24 P.S. 1205.5
LEGAL REFERENCE

[19] **Pol. 006 — Meetings**
POLICY REFERENCE

[20] **Pol. 235.1 — Surveys**
POLICY REFERENCE

[21] **Pol. 805.1 — Relations With Law Enforcement Agencies**
POLICY REFERENCE

Policy saved — content, tracked changes, comments

[25] **Pol. 25**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[26] **Pol. 26**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[27] **24 P.S. 111**
LEGAL REFERENCE

[28] **24 P.S. 111.1**
LEGAL REFERENCE

[29] **23 Pa. C.S.A. 6344**
LEGAL REFERENCE

[30] **23 Pa. C.S.A. 6344.3**
LEGAL REFERENCE

[31] **44 Pa. C.S.A. 7301**
LEGAL REFERENCE

[32] **37 PA Code 241.5**
LEGAL REFERENCE

[33] **44 Pa. C.S.A. 7310**
LEGAL REFERENCE

[34] **37 PA Code 241.6**
LEGAL REFERENCE

[36] **37 PA Code 241.1**
LEGAL REFERENCE

[42] **Pol. 42**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[45] **Pol. 45**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[47] **24 P.S. 1314-C**
LEGAL REFERENCE

[48] **Pol. 907 — School Visitors**
POLICY REFERENCE

[49] **24 P.S. 1309-C**
LEGAL REFERENCE

[50] **42 Pa. C.S.A. 8953**
LEGAL REFERENCE

[51] **53 Pa. C.S.A. 2303**
LEGAL REFERENCE

Jim Thorpe Area School District

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BOARD POLICY

805.2 School Security Personnel

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
805.2	10/14/2020	v1	ACTIVE

PRINTED
9/28/2026

Authority

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

Definitions

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

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

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

Delegation of Responsibility

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

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

1. Oversee all 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, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. **[3]** **[4]** **[5]** **[6]** **[7]** **[8]** **[9]**

4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.

5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.

6. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable. **[8]** [10]

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

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

1. Reports of required emergency preparedness, fire, bus evacuation and school security drills. **[8]**

2. Information on required school safety and security training and resources provided to students and staff.

3. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.

4. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district. **[12]**

5. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.

6. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies. **[13]**

7. Updates to laws, regulations and/or Board policies related to school safety and security.

8. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.

9. Information on grants or funding applied for and/or received in support of school safety and security efforts.

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

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

School 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.

School Security Guards

The district shall contract for one or more school security guards, in accordance with the provisions of law.[1] **[15]** **[16]** [18]

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][14] **[16]** [18]

School security guards shall provide the following services, as directed by the district:[18]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus. **[19]**
5. Coordination with law enforcement officials.
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.[18]

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[18]

Other Agreements

The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law. **[17]** [20][21][22]

Legal Footnotes

[1] **24 P.S. 1301-C**
LEGAL REFERENCE

[2] **24 P.S. 1309-B**
LEGAL REFERENCE

[3] **Pol. 146 — Student Services**
POLICY REFERENCE

[4] **Pol. 227 — Controlled Substances/Paraphernalia**
POLICY REFERENCE

[5] **Pol. 236 — Student Assistance Program**
POLICY REFERENCE

[6] **Pol. 249 — Bullying/Cyberbullying**
POLICY REFERENCE

[7] **Pol. 351 — Drug and Substance Abuse**
POLICY REFERENCE

[8] **Pol. 805 — Emergency Preparedness**
POLICY REFERENCE

[9] **Pol. 819 — Suicide Awareness, Prevention and Response**
POLICY REFERENCE

[10] **24 P.S. 1305-B**
LEGAL REFERENCE

[11] **Pol. 006 — Meetings**
POLICY REFERENCE

[12] **Pol. 235.1 — Surveys**
POLICY REFERENCE

[13] **Pol. 805.1 — Relations With Law Enforcement Agencies**
POLICY REFERENCE

[14] **24 P.S. 1311-C**
LEGAL REFERENCE

[15] **Pol. 304 — Employment of District Staff**
POLICY REFERENCE

[16] **Pol. 818 — Contracted Services**
POLICY REFERENCE

[17] **Pol. 909 — Municipal Government Relations**
POLICY REFERENCE

[18] **24 P.S. 1314-C**
LEGAL REFERENCE

[19] **Pol. 907 — School Visitors**
POLICY REFERENCE

[20] **24 P.S. 1309-C**
LEGAL REFERENCE

[21] **42 Pa. C.S.A. 8953**
LEGAL REFERENCE

[22] **53 Pa. C.S.A. 2303**
LEGAL REFERENCE

2026 VOTING INSTRUCTIONS

Register your school entity's votes for PSBA officers

The following instructions will guide you through the voting process step by step. The authorized vote registrar for member entities is typically the board secretary, except for community colleges, in which case the president is designated as the authorized voter.

STEP 1 – Be sure your school directors are aware of the slate of candidates.

In July, the 2026 slate of candidates is available on myPSBA including photos, bios and videos. It is strongly encouraged that school directors be instructed to review the website.

STEP 2 – Schedule a discussion on PSBA officer candidates at one of your August, September or October board meetings.

Because each school entity will vote collectively on one candidate per position, the board of school directors will need to decide by majority which candidate will receive the board's vote. Board secretaries should be sure this discussion is scheduled for one of your meetings since the electronic voting period is only open from September 8 - October 31, 2026.

STEP 3 – Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between 12:01 a.m. on September 8 and 5:00 p.m. on October 31 through the link provided to you in an email from vote@simplyvoting.com on September 8. Be sure to allow emails from vote@simplyvoting.com through your firewall or spam filters. This email will provide you with a dedicated link to the voting pages on its site and a password unique to you, which you will use to enter the secure system. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from the IP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall "safe" lists.

PLEASE NOTE: Only member entities in good standing may vote. If your entity's dues have not arrived by September 8, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2026–27. If possible, we encourage you to register your votes online during the board meeting immediately following the board discussion and decision.

STEP 4 – Share your voting confirmation with the school directors.

Immediately after you vote on the Simply Voting website, you will have access to a voting receipt confirming that your vote has been completed and showing you who your entity voted for. The receipt provides documentation that the board's votes were registered consistently with results of the board's decision. You should print the receipt and circulate copies to your school directors without delay. You should consider attaching a copy of the receipt to the minutes of the meeting at which the board cast its votes.