

DALLAS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: August 12, 2013

REVISED:

	005. ORGANIZATION
SC 401, 402, 404, 421	<p>Section 1. <u>Organization Meeting</u></p> <p>The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 402, 426	<p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared by the temporary President of the legally elected or appointed and qualified Board members.</p>
SC 321, 402 42 Pa. C.S.A. Sec. 102, 327	<p>A Magisterial District Judge or the temporary President shall administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p>
SC 404	<p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.</p> <p>a. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.</p>

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SC 404	<p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.</p>
SC 404	<p>c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.</p>
SC 431, 432 Pol. 811	<p>The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.</p>
	<p>Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.</p>
SC 324, 404	<p>The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<p>Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall appoint:</p>
SC 508, 683	<p>a. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.</p>
SC 1410	<p>b. School physician(s).</p>
SC 1410	<p>c. School dentist(s).</p>
SC 324, 406	<p>d. A school solicitor.</p>

SC 2401	<p>The Board may appoint:</p> <p>a. An independent auditor, whose duties shall include auditing the finances of the school district in accordance with generally accepted auditing standards. The compensation of the independent auditor shall be fixed by the Board and shall be paid from the funds of the district.</p>
SC 516	<p>b. Delegates to a state convention or association of school directors.</p>
SC 434	<p>c. An Assistant Secretary.</p> <p>d. Other appointments the Board deems necessary.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.</p>
	<p>Section 5. <u>Duties</u></p>
	<p>a. President</p>
SC 426, 427	<p>The following statements define major functions and offer guidelines for the duties of the President:</p>
SC 426, 428	<p>1. The President shall preside at all meetings, and in his/her absence the Vice-President shall preside but shall not have the authority to alter the makeup of any committee appointed by the President.</p>
<p>SC 405 Pol. 006</p>	<p>2. In case both the President and the Vice-President are absent, the Board shall elect from their number a President pro tempore to serve for that meeting only.</p> <p>3. The President shall appoint all standing or special committees within one (1) week after his/her election and shall be an ex-officio member of each committee.</p> <p>4. The President shall vote on all questions the same as other Board members.</p> <p>5. The President shall at all times preserve order and conduct the meeting in an orderly and business-like manner.</p>

<p>SC 439, 440, 442</p>	<p>b. Treasurer</p> <p>In addition to the duties prescribed by law, s/he shall prepare a monthly statement of receipts and expenditures.</p>
<p>SC 406</p>	<p>c. Solicitor</p> <p>The solicitor shall attend all regular meetings and/or those which s/he is requested to attend and all committee meetings upon request of the committee chairperson.</p> <p>All Board members and school officials shall have the privilege of consulting the solicitor on school matters without payment of additional fees.</p> <p>The solicitor shall render a written opinion when requested to do so by the Board, Superintendent, or any Board committee.</p> <p>The solicitor shall be appointed annually at the regular meeting in May.</p> <p>Section 6. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p>
<p>SC 621</p>	<p>a. Depositories for school funds.</p>
<p>SC 106</p>	<p>b. Newspaper(s) of general circulation as defined in law.</p>
<p>SC 421</p>	<p>c. Normal day, place and time for regular meetings.</p>
<p></p>	<p>d. Normal day, place and time for open committee meetings.</p>
<p>SC 422 65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Section 7. <u>Committees</u></p> <p>The committee structure shall consist of the Committee of the Whole. A quorum of five (5) Board members present is needed to conduct business as a Committee of the Whole. The chairperson shall be named by the President. Committees shall meet as required to consider matters referred to them or coming under their jurisdiction. All committee meetings will require public notice to be given except for those issues under discussion by the Board which are expressly excepted by law.</p> <p>All Board members shall receive notice of all committee meetings.</p>

When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

Committees shall not include a majority of the membership of the Board.

A member may request or refuse appointment to a committee.

The President may appoint at the organization meeting or within one (1) week after his/her election members of the Board to the following standing committees, where they shall serve a term of one (1) year:

a. Cafeteria/Wellness Committee

The Cafeteria/Wellness Committee shall have general supervision over the operation and management of the cafeterias and shall review reports and make recommendations as to the operation, maintenance, fixture requirements, and equipment.

b. Education Committee

The Education Committee shall have general supervision over curriculum, guidance services, textbooks and other educational materials.

c. Finance Committee

1. The Finance Committee shall have general supervision of the accounts of the Board and all matters relating to finance.
2. The Finance Committee shall consider all matters of financial policy and make recommendations for putting such policies into effect.
3. The Finance Committee shall consider the reports of the Secretary and Treasurer on the financial status of the district.
4. The Finance Committee shall recommend to the Board, by resolution, the necessary transfer of funds.
5. The Finance Committee shall be responsible for studying the proposed annual budget prepared by the Superintendent and Business Manager and confer with them on the same. The budget shall be submitted to the Board for its consideration at or before the first regularly scheduled meeting in May.

Pol. 603

d. Personnel Committee

The Personnel Committee shall have general charge of the district's personnel. The Committee shall consider the records, qualifications, and salaries of prospective and present employees recommended by the Board, Superintendent, and/or other members of the administration. The Committee shall also make recommendations to the Board concerning the employment, salary, salary increases and salary adjustments, and the promotion of all district employees within the jurisdiction of the committee.

e. Policy/Technology Committee

The Policy/Technology Committee shall review and suggest revisions of existing Board policies whenever requested by a member of the Board or the Superintendent.

f. Property Committee

The Property Committee shall have general supervision over all buildings, grounds, and other property of the district, including operation and maintenance.

g. Student Activity Committee

1. The Student Activity Committee shall have general supervision over matters of extracurricular activities.
2. The members of the Committee shall also serve as the Board's representatives on the district's Athletic Council.

h. Transportation/Safety Committee

The Transportation/Safety Committee shall have general supervision over the daily transportation of district students.

i. Vocational Technical Committee

The Vocational Technical Committee shall report to the Board on the progress of the vocational technical school program.

Special Committees

Special committees may be appointed by the President and duties shall be outlined at the time of appointment. Special committees shall be considered dissolved when their respective reports have been made.

Committee Of The Whole

There may be times when a committee's recommendations will not be accepted by the Board. If so, the President shall designate the Board as the Committee of the Whole to discuss the matter at hand.

There may be times when matters appear that do not directly relate to any specific committees. When this occurs, the President shall designate the Board as the Committee of the Whole to process the matter.

Ad Hoc Committees

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Section 8. Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 405, 406, 421, 422, 426, 427, 428, 431, 432, 434, 436, 438, 439, 440, 442, 508, 516, 621, 683, 1410, 2401

Oaths Administered by a Judicial Officer – 42 Pa. C.S.A. Sec. 102, 327

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 006, 603, 811



New

Book Policy Manual
Section 000 Local Board Procedures
Title Organization
Code 005 Vol VI 2024
Status

Organization Meeting

The **school directors** shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all **school directors** by mail at least five (5) days before the meeting by the Board Secretary. The organization meeting shall be a regular meeting.[1][2][3][4]

Order

The organization meeting shall be called to order by the current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new **school directors** shall be read, and a list shall be prepared of the legally elected or appointed and qualified **school directors**.[2][5]

At the organization meeting, the temporary President may administer the oath or affirmation of office to those **school directors** who have not previously taken and subscribed to the same.[2][6]

Officers

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.[3]
2. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.[3]

The Treasurer shall not enter upon official duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.[7][8][9]

3. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.[3]

The Secretary shall not enter upon official duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.[9][10][11]

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.[3][12]

Officers of the Board may only be removed from such office, during the designated term of office, after receiving notification of the reason for removal and the opportunity for a hearing before the Board, in accordance with applicable law.[13][14][15]

Appointments

The Board shall have the authority to appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy or an elected tax collector refuses to qualify.[16][17]
2. Solicitor.[12][18]
3. Assistant Secretary.[19]
4. Independent auditor.[20]
5. Delegates to a state convention or association of school directors.[21]
6. Other appointments the Board deems necessary.

Appointees of the Board may be removed from such appointment in accordance with the terms of a contract or provisions of applicable law.[15]

Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

1. Depositories for school funds.[22]
2. Newspaper(s) of general circulation as defined in law.[23]
3. Normal day, place and time for regular meetings.[4]
4. Normal day, place and time for open committee meetings

Board Committees

The Board has the authority to **appoint** Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.[15][24]

Committees shall consist of no more than 4 members.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President

A member may request or refuse appointment to a committee.

Refusal to serve on any one (1) committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee

The President may appoint as soon after the organization meeting as practicable

Ad hoc committees may be created, charged and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

The Board shall develop Board Operations Guidelines that describe the duties and establish procedures for the operation of standing committees.

Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

NOTES:

Duties of President - 24 P.S. 426, 427

Vice-President - 24 P.S. 428

Secretary - 24 P.S. 433

Treasurer - 24 P.S. 439, 440, 442

Solicitor - 24 P.S. 406

If the oath of office is to be administered by a district justice or district judge - change to Magisterial District Judge

If the oath of office is administered by a Magisterial District Judge, add the following in the cite column:

42 Pa. C.S.A.

Solicitors, Superintendents and/or Board Secretaries may not administer oaths of office, unless the individual is also a Notary Public.

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Legal

[1. 24 P.S. 401](#)

[2. 24 P.S. 402](#)

[3. 24 P.S. 404](#)

[4. 24 P.S. 421](#)

[5. 24 P.S. 426](#)

[6. 24 P.S. 321](#)

[7. 24 P.S. 436](#)

[8. 24 P.S. 438](#)

9. Pol. 811

[10. 24 P.S. 431](#)

[11. 24 P.S. 432](#)

[12. 24 P.S. 324](#)

[13. 24 P.S. 514](#)

14. Montemuro v. Jim Thorpe Area School District, No. 22-1866 (3d Cir. 2024)

15. Pol. 006

[16. 24 P.S. 508](#)

[17. 24 P.S. 683](#)

[18. 24 P.S. 406](#)

[19. 24 P.S. 434](#)

[20. 24 P.S. 2401](#)

[21. 24 P.S. 516](#)

[22. 24 P.S. 621](#)

[23. 24 P.S. 106](#)

[24. 65 Pa. C.S.A. 701 et seq](#)

[PA Const. Art. VI Sec. 7](#)



Old

Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	Active
Adopted	August 12, 2013
Last Revised	October 31, 2017

Authority

The Board has the authority under law to prescribe employment conditions for district personnel. [1][2][3][4][5]

The Board directs that certificated and tenured administrative and professional employees shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. [5][8]

The Board directs that temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [6][7]

The Board directs that noncertificated administrative and classified employees shall be employed through a contract or Board resolution, which may include: [2][3]

1. Salary at which the individual is employed.
2. Intervals at which salary will be paid.
3. Conditions and length of the probationary period.
4. Provision for termination of contract, on notice duly given.
5. Other information necessary for a full and complete understanding of the contract or resolution.

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Board resolution.

Legal

1. 24 P.S. 406

2. 24 P.S. 510

3. 24 P.S. 1089

4. 24 P.S. 1109.2

5. 24 P.S. 1121

6. 24 P.S. 1108

7. Pol. 313

8. 24 P.S. 1101

24 P.S. 1073



New

Book Policy Manual
Section 300 Employees
Title Employment Contract/Board Resolution
Code 308 Vol VI 2024
Status

Authority

The Board has the authority under law to prescribe employment conditions for district personnel. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. [\[5\]](#)[\[6\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [\[2\]](#)[\[8\]](#)
3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or **Board** resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

Definition

Resignation - a voluntary termination of employment with the district initiated by the employee, and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary termination of employment, in accordance with applicable law, regulations and Board policy.

Guidelines

Resignations

All district employees shall submit a written, dated and signed resignation, with required prior notice, to the Superintendent or designee in order to terminate an employment contract or Board resolution with the district. The resignation must specify the date upon which the resignation will be effective.

All resignations submitted by district employees shall comply with the terms specified in the applicable employment contract.

Professional employees shall submit a resignation notice at least sixty (60) days prior to the resignation's effective date, in accordance with law and Board policy.[\[5\]](#)[\[6\]](#)

Noncertificated administrative and support employees shall submit a resignation notice at least two (2) weeks prior to the resignation's effective date.

Delegation of Responsibility

The Board authorizes the Superintendent or designee to accept all district employee resignations on behalf of the Board. The Superintendent or designee shall report all employee resignations and their acceptance at the next regular Board meeting. A resignation accepted by the Superintendent or designee is irrevocable, absent Board action to the contrary.

The Superintendent [\[9\]](#)[\[10\]](#) may submit their resignation to the Board President. The Board shall take official action on acceptance of the resignation, in accordance with the terms specified in the Superintendent's written contract. The Superintendent's resignation shall be irrevocable once accepted by action of the Board.

NOTES:

Conditional employment – 24 P.S. 1109.2

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Legal

[1. 24 P.S. 406](#)

[2. 24 P.S. 510](#)

[3. 24 P.S. 1089](#)

[4. 24 P.S. 1109.2](#)

[5. 24 P.S. 1121](#)

[6. 24 P.S. 1101](#)

[7. 24 P.S. 1108](#)

8. Pol. 313

[9. 24 P.S. 1073](#)

10. Pol. 302

[11. 24 P.S. 1077](#)

Pol. 317



old

Book	Policy Manual
Section	800 Operations
Title	Naloxone
Code	823
Status	Active
Adopted	May 8, 2017

Purpose

The school district wishes to prevent opiate-related overdose deaths by making naloxone available in its secondary schools. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. Consistent with Pennsylvania law, the school district wishes to obtain authorization for school personnel to administer naloxone in order to respond to suspected drug overdose occurring in secondary schools.

Authority

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

Definitions

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

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

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

Delegation of Responsibility

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

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

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

Guidelines

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

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

Standing Order From the School Physician

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

The standing order shall include at least the following information:

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

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

Training

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

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

Acquisition, Storage and Disposal

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

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

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

Administration of Naloxone

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

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

Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[4][5][6][7][8][9]

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

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.[11]

Indemnification

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:[\[2\]](#)[\[12\]](#)[\[13\]](#)

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

Legal

[1. 35 P.S. 780-113.7](#)

[2. 35 P.S. 780-113.8](#)

3. Pol. 324

[4. 22 PA Code 10.2](#)

[5. 22 PA Code 10.21](#)

[6. 22 PA Code 10.22](#)

[7. 24 P.S. 1302.1-A](#)

[8. 24 P.S. 1303-A](#)

9. Pol. 227

[10. 22 PA Code 10.25](#)

11. Pol. 236

[12. 42 Pa. C.S.A. 8547](#)

[13. 42 Pa. C.S.A. 8548](#)



New

Book	Policy Manual
Section	800 Operations
Title	Opioid Antagonist
Code	823 Vol VI 2024
Status	

Authority

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

Definitions

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

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

Opioid antagonist - a drug or device approved by federal law for emergency reversal of known or suspected opioid overdose, including naloxone hydrochloride or other similarly acting drugs approved by the U.S. Food and Drug Administration for the treatment of an opioid overdose.[2][3]

Delegation of Responsibility

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

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of **opioid antagonists**. The Superintendent or designee shall obtain a standing order from the school physician for administration of **opioid antagonists**.

The school nurse shall be responsible for **managing the building-level administration, maintenance and stocking of opioid antagonists**.

Guidelines

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

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

Standing Order From the School Physician

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

The standing order shall include at least the following information:

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

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where **an opioid antagonist** is stored.

Training

Before any school district employee may have custody of **an opioid antagonist** or administer **an opioid antagonist** under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering **an opioid antagonist** and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.[2][4]

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

Acquisition, Storage and Disposal

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

Opioid antagonists shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where **an opioid antagonist** is being

stored within the school nurse's office or other location.

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

Administration of an Opioid Antagonist

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

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

Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with **law** enforcement and Board policies.[5][6][7][8][9][10][11]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[5][10][11][12]

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.[13]

Indemnification

The school district shall indemnify and hold harmless any employee who administers **an opioid antagonist** in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply: [\[2\]](#)[\[14\]](#)[\[15\]](#)

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering **an opioid antagonist** to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering **an opioid antagonist**.
4. The employee is administering **an opioid antagonist** pursuant to this policy.

Legal

[1. 35 P.S. 780-113.7](#)

[2. 35 P.S. 780-113.8](#)

[3. 21 U.S.C. 301 et seq](#)

4. Pol. 324

[5. 22 PA Code 10.2](#)

[6. 22 PA Code 10.21](#)

[7. 22 PA Code 10.22](#)

[8. 24 P.S. 1306.2-B](#)

[9. 24 P.S. 1319-B](#)

10. Pol. 227

11. Pol. 805.1

[12. 22 PA Code 10.25](#)

13. Pol. 236

[14. 42 Pa. C.S.A. 8547](#)

[15. 42 Pa. C.S.A. 8548](#)

16. Pol. 916