

# STATE MANDATES CHECKLIST

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This checklist is organized first by subject: Training/ Drills, Reporting, Policies/Plans and Personnel. It is further delineated by Audience/Topic alphabetically, illustrated by the gold bar on each page. References to the full State Mandates document can be found in the last column for each entry.

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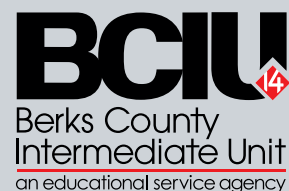
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## TRAINING / DRILLS

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>PENNSYLVANIA INSPIRED LEADERSHIP (PIL)</b> All school and district leaders (principals, assistant/vice principals, superintendents, assistant superintendents, and directors of vocational schools) must complete 180 hours of Act 45/PIL continuing professional education every five years. All first-time principals and vice principals must also complete a Principal's Induction Program within their first 5 years of service.</p>	ADMINISTRATORS	180 Hours Every 5 Years	Within 5 Years of Service	Page 46
<p><input type="checkbox"/> <b>CHILD ABUSE RECOGNITION AND REPORTING</b> Schools must provide training on recognizing and reporting child abuse to all employees who have direct contact with children.</p>	ALL STAFF	3 Hours Every 5 Years	Within 5 Years of Service	Page 47
<p><input type="checkbox"/> <b>SCHOOL SAFETY &amp; SECURITY</b> Training should address situational awareness, trauma-informed education awareness, behavioral health awareness, suicide and bullying awareness, substance abuse awareness, threat assessment, Safe2Say Something awareness, and emergency training drills.</p>	ALL STAFF	3 Hours Every 5 Years	Within 5 Years of Service	Page 42
<p><input type="checkbox"/> <b>BUS EVACUATION DRILLS</b> All school entities using or contracting for school buses must conduct two bus evacuation drills during the school year, one during the first week of the school year and one during the month of March.</p>	ALL STAFF & STUDENTS	Semi-Annually	Within First Week of School Year   March	Page 44
<p><input type="checkbox"/> <b>FIRE DRILLS</b> In each school building, fire drills must be conducted at least once per month. Pupils and teachers are to receive instruction and become familiar with the use of fire escapes, appliances, and exits.</p>	ALL STAFF & STUDENTS	Monthly	While School is in Session	Page 44
<p><input type="checkbox"/> <b>SCHOOL SECURITY DRILLS</b> A school security drill must be conducted in each school building within 90 days of the commencement date of the school year, on a day when school is in session and students are present. Schools must notify parents, guardians, local law enforcement, and the local emergency management agency prior to the drill.</p>	ALL STAFF & STUDENTS	Annually	Within the First 90 Days of School Year	Page 44
<p><input type="checkbox"/> <b>CONCUSSION MANAGEMENT CERTIFICATION COURSE</b> Once each school year, all athletics coaches are required to take a concussion management certification course offered by an approved provider. A coach cannot coach in an athletic activity until completing the prescribed training.</p>	ATHLETIC COACHES	Annually	Prior to Coaching	Page 15
<p><input type="checkbox"/> <b>SUDDEN CARDIAC ARREST TRAINING</b> Once each school year, all athletics coaches are required to take a sudden cardiac arrest training course offered by an approved provider. A coach cannot coach in an athletic activity until completing the prescribed training.</p>	ATHLETIC COACHES	Annually	Prior to Coaching	Page 15

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p><b>❑ AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)</b>                      Personnel expected to use AED devices must complete training in CPR and AED use provided by the American Heart Association, the American Red Cross, or equivalent. This training may be included in the school’s professional education plan.</p>	DESIGNATED STAFF	Ongoing	Prior to Designation	Page 14
<p><b>❑ CERTIFIED SAFETY COMMITTEE</b>                      Safety Committee members must be trained in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.</p>	DESIGNATED STAFF	Annually	N/A	Page 40
<p><b>❑ CPR INSTRUCTION</b>                      School entities must offer a CPR training session on school premises at least once every three years, though participation by employees is optional.</p>	DESIGNATED STAFF	Once Every 3 Years	Within 3 Years	Page 47
<p><b>❑ DIABETES CARE</b>                      An identified employee who is not a medical professional – designated by the school nurse – may be authorized in a student’s IEP or service agreement to administer diabetes medications, use diabetes monitoring equipment, and provide other diabetes care only if the employee completes the annual education modules set forth by the PA Department of Health.</p>	DESIGNATED STAFF	Annually	Prior to Designation	Page 12
<p><b>❑ DRUG/ALCOHOL PROGRAM FOR COVERED DRIVERS</b>                      All persons designated to supervise commercial vehicle drivers are required to receive 60 minutes of training on the symptoms of alcohol abuse and 60 minutes of training on controlled substance use.</p>	DESIGNATED STAFF	At Time of Hire or Documentation of Completion	N/A	Page 9
<p><b>❑ POSITIVE BEHAVIOR SUPPORT</b>                      Schools are required to train staff for the use of specific procedures, methods, and techniques.</p>	DESIGNATED STAFF	Ongoing	N/A	Page 53
<p><b>❑ PREVENTING EXPOSURE TO ALLERGENS</b>                      Act 104 of 2010 charged the PA Department of Education and the PA Department of Health with developing state guidelines for managing life-threatening food allergies in schools. The guidelines include ensuring training for nutrition service personnel and school health staff including substitute teachers, nurses, and nutrition service personnel. In addition, all faculty and staff must be taught the signs and symptoms of possible anaphylaxis.</p>	DESIGNATED STAFF	Ongoing	N/A	Page 70

## TRAINING / DRILLS

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p><b>❑ SCHOOL ACCESS TO EMERGENCY EPINEPHRINE</b> A school entity that authorizes the provision of epinephrine auto-injectors must designate one or more individuals at each school who shall be responsible for the storage and use of those devices. Designated individuals must complete a training program developed by the PA Department of Health.</p>	DESIGNATED STAFF	Ongoing  Refresher Training Every 2 years	Prior to Designation	Page 11
<p><b>❑ ENGLISH AS A SECOND LANGUAGE TRAINING</b> All school districts in which English learners are enrolled must offer professional development related to English Language Development / English as a Second Language for all personnel as part of the district's Professional Development plan.</p>	PROFESSIONAL STAFF and Designated Staff	Annually	N/A	Page 46
<p><b>❑ YOUTH SUICIDE AWARENESS AND PREVENTION</b> School districts are required to provide four hours of training in youth suicide awareness and prevention every five years for professional educators in school buildings serving students in grades 6-12.</p>	PROFESSIONAL STAFF and Designated Staff	4 Hours Every 5 Years	Within 5 Years	Page 47
<p><b>❑ ALCOHOL, CHEMICAL, AND TOBACCO ABUSE</b> As part of in-service instruction, school districts are required to provide programs on alcohol, drugs, tobacco, and dangerous controlled substances. The training is for those educators who are teaching these mandated topics as part of their curriculum.</p>	PROFESSIONAL STAFF	Ongoing	N/A	Page 20
<p><b>❑ CHILD EXPLOITATION AWARENESS EDUCATION</b> School districts may – but are not required to – provide age-appropriate child exploitation awareness education. If doing so, districts are to provide child exploitation and awareness training as part of professional development for four hours every five years.</p>	PROFESSIONAL STAFF	4 Hours Every 5 Years	Within 5 Years	Page 70
<p><b>❑ CONTINUING PROFESSIONAL EDUCATION (CPE)</b> All professional education staff must complete 180 hours of Act 48 approved professional development every five years.</p>	PROFESSIONAL STAFF	180 Hours Every 5 Years	Within 5 Years of Service	Page 47
<p><b>❑ HOLOCAUST, GENOCIDE, AND HUMAN RIGHTS</b> School districts providing education in the Holocaust, genocide, and human rights violations, are required to provide programs on these topics as part of in-service training. The training is for those educators who are teaching these topics as part of their curriculum.</p>	PROFESSIONAL STAFF	Ongoing	N/A	Page 70

## TRAINING / DRILLS

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>OPIOID ABUSE</b> Since the 2018-2019 school year, programs on opioid abuse must be provided by school districts as part of in-service instruction. The training is for those educators who are teaching this mandated topic as part of their curriculum.</p>	PROFESSIONAL STAFF	Ongoing	N/A	Page 20
<p><input type="checkbox"/> <b>TRAUMA-INFORMED APPROACHES</b> The professional education plan of each school entity must include a minimum of one hour of required training in trauma-informed approaches.</p>	PROFESSIONAL STAFF	1 Hour	N/A	Page 47
<p><input type="checkbox"/> <b>NEWLY-ELECTED SCHOOL DIRECTOR TRAINING</b> Newly-elected or appointed school directors are required to complete a training program from the PA Department of Education where they will receive a minimum of five hours of instruction.</p>	SCHOOL DIRECTORS	5 Hours of Training After Election	During First Year of First Term	Page 46
<p><input type="checkbox"/> <b>TRAINING FOR REELECTED SCHOOL DIRECTORS</b> School directors must complete an advanced, three-hour training program within one year of reelection or reappointment.</p>	SCHOOL DIRECTORS	3 Hours of Training After Each Reelection or Reappointment	Within 1 Year of Each Reelection or Reappointment	Page 46

## REPORTING

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>INTERSCHOLASTIC ATHLETICS</b> School districts must submit an annual report to the PA Department of Education detailing interscholastic athletic opportunity and treatment for male and female secondary students for the preceding school year.</p>	ATHLETICS	Annually	Prior to October 15	Page 36
<p><input type="checkbox"/> <b>ACT 1 REPORTING</b> School districts seeking to increase taxes must submit information to the PA Department of Education no later than 85 days prior to the date of the election immediately prior to the beginning of the fiscal year so PDE can evaluate the budget and inform the district whether the proposed tax is less than, equal to, or above the district's Act 1 Index.</p>	FINANCE	Annually	85 Days Prior to Date of Primary Election	Page 69

## REPORTING

Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>ANNUAL BUDGET</b> School districts must prepare a proposed budget at least 30 days prior to adopting it. The budget must be made available for inspection at least 20 days prior. Ten days notice must be given before a board can take action on the budget. An electronic copy of the budget must be provided to the PA Department of Education within 15 days of adoption.</p>	FINANCE	Annually	Multiple	Page 21
<p><input type="checkbox"/> <b>AUDIT OF ACCOUNTS</b> School districts are to be audited annually. As outlined in Section 2401, audits for school districts of the second and third class are to be conducted by an independent auditor and begin on July 1.</p>	FINANCE	Annually	Begin by July 1	Page 21
<p><input type="checkbox"/> <b>FINANCIAL REPORTS</b> School districts must submit an Annual Financial Report (AFR) to the PA Secretary of Education before October 31 each year.</p>	FINANCE	Annually	Prior to October 31	Page 21
<p><input type="checkbox"/> <b>AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs)</b> Any school building that has automatic external defibrillators (AEDs) on their property must annually report to the PA Department of Education the number, condition, age, and placement of the devices.</p>	HEALTH & SAFETY	Annually	Prior to June 30	Page 14
<p><input type="checkbox"/> <b>LEAD TESTING</b> School districts must either test drinking water for lead contamination or discuss lead issues in the school facilities at a public meeting. If testing reveals elevated lead levels, school districts must immediately implement a plan to ensure no child or adult is exposed to lead contaminated drinking water and provide alternative sources of drinking water. Elevated lead levels must be reported to the PA Department of Education.</p>	HEALTH & SAFETY	Annually	Ongoing	Page 9
<p><input type="checkbox"/> <b>MEMORANDUM OF UNDERSTANDING</b> School districts are required to execute and update a Memorandum of Understanding (MOU) with each local police department having jurisdiction over school property. A copy of the MOU must be provided to the PA Department of Education.</p>	HEALTH & SAFETY	Biannually	Upon Execution	Page 40
<p><input type="checkbox"/> <b>SAFE SCHOOLS</b> School districts are required to report, by July 31 of each year, all new incidents involving acts of violence; possession of a weapon; possession, sale, or use of a controlled substance; and possession, sale, or use of alcohol and tobacco by any person on school property.</p>	HEALTH & SAFETY	Annually	Prior to July 31	Page 41

## REPORTING

Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>SCHOOL SAFETY AND SECURITY COORDINATOR</b> The appointed School Safety and Security Coordinator must make an annual report to the school board of directors by June 30 of each year.</p>	HEALTH & SAFETY	Annually	Prior to June 30	Page 42
<p><input type="checkbox"/> <b>DROP-OUT DATA COLLECTION</b> The Public School Code requires school districts to report graduation and drop-out data to the PA Department of Education annually.</p>	STUDENT AND SCHOOL SUCCESS	Annually	As Prescribed	Page 33
<p><input type="checkbox"/> <b>ENGLISH AS A SECOND LANGUAGE REPORTING</b> School districts are required to collect and report data on English Language Learners annually through PIMS and the English Learner Reporting System (ELRS).</p>	STUDENT AND SCHOOL SUCCESS	Annually	As Prescribed	Page 23
<p><input type="checkbox"/> <b>MILITARY AFFAIRS – LIST OF SENIORS</b> School districts are required to annually provide a list of seniors to military recruiters prior to the start of the students' senior year. The district must also notify students, in writing, prior to the end of the students' junior year that their basic information will be provided to military recruiters and that the students have 21 days to opt-out of inclusion on the list.</p>	STUDENT AND SCHOOL SUCCESS	Annually	Prior to the Students' Senior Year	Page 38
<p><input type="checkbox"/> <b>STATE REPORT CARDS</b> To comply with federal legislation, school districts are required to report information that includes student achievement on state academic assessments, indicators used to determine adequate yearly progress, graduation rates, professional qualifications of teachers, and more.</p>	STUDENT AND SCHOOL SUCCESS	Annually	Varies	Page 33

## POLICIES / PLANS

Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>INDUCTION PLAN</b> Every six years, school districts must submit a plan to PDE for the induction experience of first-year teachers. The plan must be made available for public inspection and comment at least 28 days prior to approval by the school board of directors.</p>	GENERAL	Every 6 Years	N/A	Page 46
<p><input type="checkbox"/> <b>PROFESSIONAL EDUCATION PLAN</b> School districts must submit a Professional Education plan to the PA Department of Education for approval every three years. The plan must be made available for public inspection and comment at least 28 days prior to approval by the school board of directors.</p>	GENERAL	Every 3 Years	N/A	Page 47

Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>PUBLICATION OF RULES, REGULATIONS, AND POLICIES ON WEBSITE</b> A school district must publish copies of policies and regulations on the district's public website.</p>	GENERAL	At All Times	N/A	Page 34
<p><input type="checkbox"/> <b>PUBLICATION OF SCHOOL BOARD EMAIL ADDRESSES</b> The email addresses of all school board members must be posted on the district's public website in a place that is "easily visible and accessible to the public."</p>	GENERAL	At All Times	N/A	Page 34
<p><input type="checkbox"/> <b>ALCOHOL, CHEMICAL, AND TOBACCO ABUSE PROGRAM</b> Each school district is mandated to provide education to K-12 students related to the dangers of alcohol, chemical, and tobacco abuse. In addition, the district must provide counseling and support services through the Commonwealth's student assistance program.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 20
<p><input type="checkbox"/> <b>ALL HAZARDS PLANNING</b> Each school district must have a comprehensive disaster response and emergency preparedness plan. The plan must be reviewed annually, and distributed to county government and local emergency responders. Additional information must be assembled and made ready at the Incident Command Post prior to September 30 of each year.</p>	HEALTH & SAFETY	Annually	Prior to September 30	Page 40
<p><input type="checkbox"/> <b>ANTI-BULLYING</b> Each school district must have an anti-bullying policy as part of the student code of conduct and made visible in locations within the school and on the district's public website. It must be reviewed and submitted to the PA Dept. of Education every three years.</p>	HEALTH & SAFETY	Every 3 Years	N/A	Page 41
<p><input type="checkbox"/> <b>ANTIHAZING</b> Each school district must adopt a written policy against hazing which must be provided to each organization within a school and posted on the district's website.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 45
<p><input type="checkbox"/> <b>EXCLUSIONS FROM SCHOOL</b> Each school district must define and publish the types of offenses that would lead to a student being excluded (suspended or expelled) from school.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 24
<p><input type="checkbox"/> <b>HEALTH AND SAFETY PLAN</b> Each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund are required to develop and make publicly available on the LEA's website a Safe Return to In-Person Instruction and Continuity of Services Plan (a "Health and Safety Plan").</p>	HEALTH & SAFETY	Ongoing	Review Every 6 Months	Page 72



Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>POSSESSION AND USE OF ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS</b></p> <p>Each school entity is required to develop a written policy to allow for students to self-administer asthma inhalers and epinephrine auto-injectors, and the medication they contain.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 11
<p><input type="checkbox"/> <b>SAFE2SAY SOMETHING</b></p> <p>Each school district must develop procedures for assessing and responding to reports received through the Safe2Say Something program.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 43
<p><input type="checkbox"/> <b>SCHOOL INTERNET POLICIES</b></p> <p>Each school district must develop and maintain an acceptable-use policy for the Internet. The policy, at minimum, must prevent students and employees from accessing obscene, illegal, or harmful materials on district-owned machines; establish penalties; and provide a review process. In addition, school districts must take steps to implement and enforce the policy and provide a copy of the plan upon written request.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 37
<p><input type="checkbox"/> <b>STUDENT SEARCHES</b></p> <p>Each school district must adopt “reasonable policies and procedures” regarding student searches and notify students and their parents or guardians of the policy.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 25
<p><input type="checkbox"/> <b>USE OF TOBACCO PRODUCTS IN SCHOOLS</b></p> <p>Each school district must establish a policy to enforce the prohibition of tobacco product use on school property, including on a bus or other vehicle. This information must be published and accessible to students, parents, and staff.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 37
<p><input type="checkbox"/> <b>WELLNESS POLICY</b></p> <p>Each school district that participates in the National School Lunch or School Breakfast Program must establish a wellness policy and update or modify the policy as needed, based on the results of the most recent triennial assessment and/or as needs change.</p>	HEALTH & SAFETY	Every 3 Years	N/A	Page 35
<p><input type="checkbox"/> <b>YOUTH SUICIDE AWARENESS AND PREVENTION</b></p> <p>Each school district must have a policy for youth suicide awareness and prevention. The policy must be available to parents and posted on the district’s public website.</p>	HEALTH & SAFETY	Ongoing	N/A	Page 36
<p><input type="checkbox"/> <b>INTEGRATED PEST MANAGEMENT PROGRAM</b></p> <p>Each school district must develop and maintain an integrated pest management plan that uses a sustainable approach to managing pests and minimizes economic, health, and environmental risks.</p>	OPERATIONS	Ongoing	N/A	Page 30

Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><b>❑ CHILD FIND</b> Each school district must adopt and use a public outreach awareness system to locate and identify children thought to be eligible for special education within the district. In addition to ongoing awareness activities, the district must provide annual notification of child identification services via newspapers, electronic, and other media.</p>	SPECIAL EDUCATION	Ongoing	N/A	Page 51
<p><b>❑ GIFTED EDUCATION PLAN</b> Each school district must develop and implement a gifted education plan and submit it to the PA Department of Education every six years. It must be made available for public inspection and comment for a minimum of 28 days prior to the approval of the plan by the board of directors and submission of the plan to the Department.</p>	SPECIAL EDUCATION	Every 6 Years	N/A	Page 65
<p><b>❑ SPECIAL EDUCATION PLAN</b> Each school district must develop and implement a Special Education plan and submit it to the PA Department of Education every three years. It must be made available for public inspection and comment for a minimum of 28 days prior to the approval of the plan by the board of directors and submission of the plan to the Department.</p>	SPECIAL EDUCATION	Every 3 Years	N/A	Page 49
<p><b>❑ CAREER INFORMATION AND RECRUITING</b> Each school district must have a plan for guidance services for K-12 students that is accessible on the district's public website. In addition, districts are required to allow for the delivery of information and recruitment of students by representatives of skilled trades, priority occupations, and post-secondary schools. Districts must annually document their compliance to this section.</p>	STUDENT & SCHOOL SUCCESS	Annually	N/A	Page 26
<p><b>❑ DISRUPTIVE STUDENT PROGRAMS</b> School districts must adopt a policy for periodic review (at least quarterly) of students placed in alternate education programs to determine if the student is ready to return to the regular school curriculum.</p>	STUDENT & SCHOOL SUCCESS	Ongoing	Quarterly	Page 29
<p><b>❑ PARENTAL REVIEW</b> Each school district must adopt policies related to parent and guardian involvement in their child's education, including policies related to access to curriculum and course information, review of instructional materials, excusal from participation in specific instruction based on religious beliefs, review of State assessments, and exclusion of students from research studies conducted by third parties.</p>	STUDENT & SCHOOL SUCCESS	Ongoing	N/A	Page 23

## POLICIES / PLANS

Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>STUDENT RECORDS</b> Each school district must develop and maintain a plan for the collection, maintenance, and dissemination of student records. This plan must be updated as required by changes in federal or state law and submitted to the PA Department of Education upon request.</p>	STUDENT & SCHOOL SUCCESS	Ongoing	N/A	Page 25
<p><input type="checkbox"/> <b>STUDENT SERVICES PLAN</b> School districts are required to develop and submit a comprehensive student services plan to the PA Dept. of Education every six years.</p>	STUDENT & SCHOOL SUCCESS	Every Six Years	N/A	Page 26

## PERSONNEL

Mandate / How Accomplished	Topic	Frequency	Due Date	Reference
<p><input type="checkbox"/> <b>CERTIFIED SAFETY COMMITTEE</b> All school district Boards of Directors are required to have and maintain a Certified Safety Committee to remain in compliance with the Workers' Compensation Act.</p>	SCHOOL DISTRICTS	Ongoing	N/A	Page 40
<p><input type="checkbox"/> <b>COMPENSATION PLANS FOR SCHOOL ADMINISTRATORS</b> School districts are required to adopt written compensation plans which apply to all school administrators (as defined in Section 1164 of the Public School Code).</p>	SCHOOL DISTRICTS	Ongoing	N/A	Page 6
<p><input type="checkbox"/> <b>OPEN RECORDS OFFICER</b> School districts must appoint an official or employee to serve as the Open Records Officer to receive, manage, and respond to open records requests.</p>	SCHOOL DISTRICTS	Ongoing	Ongoing	Page 37
<p><input type="checkbox"/> <b>SCHOOL SAFETY AND SECURITY COORDINATOR</b> Each school entity must have a school safety and security coordinator appointed by the chief administrator.</p>	SCHOOL DISTRICTS	Ongoing	N/A	Page 42
<p><input type="checkbox"/> <b>THREAT ASSESSMENT TEAMS</b> School districts must establish at least one team for the assessment and intervention of students whose behavior indicates they are a potential threat to themselves or others.</p>	SCHOOL DISTRICTS	Ongoing	Ongoing	Page 44

