

April Editorial Revisions

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| Policy #200 | Remove: “administrative” from last line |
| #202 | Remove: “administrative” from next to last line |
| #204 | <u>Delegation of Responsibility</u> 2 nd section, Remove: “administrative” |
| #208 | <u>Delegation of Responsibility</u> , Remove: “administrative” |
| #209.1 | <u>Delegation of Responsibility</u> , Remove: line 2 “administrative” ... “administrative” Remove: “Administrative” and change regulations to <u>Regulations</u> |
| #210 | <u>Delegation of Responsibility</u> , 1 st line and 5 th paragraph Remove: “administrative” from both <u>Guidelines</u> 1 st line Remove: “administrative” |
| #210.1 | <u>Delegation of Responsibility</u> Remove: “administrative” |
| #212 | <u>Delegation of Responsibility</u> Remove: “administrative” |
| #214 | <u>Delegation of Responsibility</u> Remove: “administrative” |
| #215 | <u>Delegation of Responsibility</u> Remove: “administrative” |
| #219 | <u>Authority</u> Remove “administrative” |
| #220 | <u>Authority</u> 3 rd paragraph Remove “administrative” <u>Unprotected Student Expression</u> #6 Remove “administrative” <u>Distribution of Nonschool Materials</u> 3 rd paragraph Remove: “administrative” <u>Posting of Nonschool Materials</u> 2 nd paragraph Remove: “administration” <u>Delegation of Responsibility</u> Remove: “administration” |

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|---------|---|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Enrollment of Students |
| Number | 200 |
| Status | Active |
| Legal | 1. 24 P.S. 1301 2. 24 P.S. 1302 3. 22 PA Code 11.11 4. 22 PA Code 11.41 5. 22 PA Code 11.12 6. 22 PA Code 12.1 7. 24 P.S. 1303a 8. 24 P.S. 1304-A 9. Pol. 203 10. Pol. 216.1 11. Pol. 138 12. Pol. 251 13. Pol. 202 Pol. 201 |
| Adopted | September 21, 2015 |

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[1][2][3][4]

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[1][5]

District of residence shall be defined as the school district in which a student's parents/guardians reside.[2][3]

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][6]

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[1][2][7][8][3][9][10]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][11]

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3]

The district shall immediately enroll identified students experiencing homelessness, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.[12]

The district shall not inquire about the immigration status of a student as part of the enrollment process.[3]

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[13]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

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|---------|--|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Eligibility of Nonresident Students |
| Number | 202 |
| Status | Active |
| Legal | 1. 24 P.S. 501 2. 24 P.S. 502 3. 24 P.S. 503 4. 24 P.S. 1301 5. 24 P.S. 1316 6. Pol. 200 7. 24 P.S. 1302 8. 22 PA Code 11.19 9. Pol. 906 10. 24 P.S. 2561 11. Pol. 607 12. 24 P.S. 1305 13. 24 P.S. 1306 14. 24 P.S. 1307 15. 24 P.S. 1308 16. 24 P.S. 1309 17. 24 P.S. 1310 18. 24 P.S. 2562 19. 22 PA Code 11.18 20. Pol. 251 24 P.S. 1306.2 24 P.S. 2503 22 PA Code 11.41 Pol. 103 Pol. 103.1 Pol. 000 |
| Adopted | September 21, 2015 |

Purpose

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.[1][2][3]

Authority

The Board may permit the admission of nonresident students in accordance with Board policy.[4][5][6]

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.[7][8]

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[7]

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.[7][9]

The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.

Tuition rates shall be determined annually in accordance with law. Tuition shall be charged monthly, in advance of attendance.[5][10][11]

Guidelines

Nonresident Children Placed in the District

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.[12]

Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.[13][14][15][16][17][10][18][19]

Future Residents

A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy within the school year may be enrolled without payment of tuition.[5]

If the student does not become a resident of the district by the end of the period for which free attendance is given, tuition shall be required until residency is established.

Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

Former Residents

Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the school year with payment of tuition.[5]

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.[7][8]

The district shall immediately enroll homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.[20]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for the enrollment of nonresident students.

The Superintendent shall report to the Board for its information the enrollment of nonresident students.

Last Modified by Rhonda Caldwell on October 2, 2015

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Attendance |
| Number | 204 |
| Status | Active |
| Legal | 1. 24 P.S. 1301 2. 24 P.S. 1326 3. 24 P.S. 1327 4. 22 PA Code 11.12 5. 22 PA Code 11.13 6. 22 PA Code 11.41 7. 22 PA Code 12.1 8. Pol. 200 9. 24 P.S. 1329 10. 24 P.S. 1330 11. 22 PA Code 11.23 12. 22 PA Code 11.25 13. 22 PA Code 11.26 14. 24 P.S. 1333 15. 24 P.S. 1354 16. 22 PA Code 11.22 17. 22 PA Code 11.28 18. Pol. 115 19. Pol. 116 20. Pol. 117 21. Pol. 118 22. 22 PA Code 11.21 23. 24 P.S. 1546 24. 22 PA Code 11.34 25. 22 PA Code 11.32 26. 22 PA Code 11.5 27. 24 P.S. 1327.1 28. Pol. 137 29. 24 P.S. 1501 30. 24 P.S. 1504 31. 22 PA Code 4.4 32. 22 PA Code 11.1 33. 22 PA Code 11.2 34. 22 PA Code 11.3 35. 24 P.S. 1332 36. 24 P.S. 1339 37. 24 P.S. 1338 38. Pol. 218 39. Pol. 233 40. 24 P.S. 1318 24 P.S. 510 22 PA Code 11.8 22 PA Code 11.24 |
| Adopted | December 6, 2004 |
| Last Revised | October 19, 2015 |

Purpose

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.^{[1][2][3][4][5][6][7][8]}

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.^{[3][9][10][11][12][7]}

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.^[12]
2. Quarantine.
3. Recovery from an accident.
4. Required court attendance.
5. Death in family.
6. Family educational travel, with prior approval.

7. Educational tours and trips, with prior approval.[13][9]

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

At all grade levels, a maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.[14][15][7]

Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.[3][16][11][17][18][19][20][21]

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.[22]

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.[23][22]

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[9][6]

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies and other urgent reasons.[11][12]

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[9][10][24]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[3][25]
3. Students attending college who are also enrolled part-time in district schools.[26]
4. Students attending a home education program in accordance with law.[27][28]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[3]
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[10]
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[10][17]

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[3][16][19]
2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[24]
3. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.[3]

Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:[13][9]

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[6]

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.[29][30][31][32][33][34]
2. Govern the keeping of attendance records in accordance with law.[35][36]
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.[6]
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.[14][37][15][38][39]
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.[14][15]

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services.[40][38][39]

Family Vacations

Each student shall be permitted five (5) out-of-town family vacation days each year. The parent/guardian shall be required to submit a family vacation

request to the building principal at least a week in advance. Make-up work shall be in accordance with Board policy, rules and administrative regulations.

Last Modified by Rhonda Caldwell on October 30, 2015

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Withdrawal From School |
| Number | 208 |
| Status | Active |
| Legal | 1. 24 P.S. 1326 2. 24 P.S. 1327 3. 22 PA Code 11.13 4. 22 PA Code 12.1 5. 22 PA Code 11.4 |
| Adopted | October 18, 2004 |
| Last Revised | October 19, 2015 |

Purpose

The Board affirms that even though law requires attendance of a student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school.[1][2][3][4]

Authority

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The Board shall approve the withdrawal of students attending college full-time.[5]

Guidelines

Counseling services shall be made available to any student who states an intention to withdraw permanently.

Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.

Students shall be informed about the tests for General Educational Development.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to govern a student's withdrawal from school.

The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

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|---------|---|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Food Allergy Management |
| Number | 209.1 |
| Status | Active |
| Legal | <p>1. 24 P.S. 1422.3</p> <p>2. Pol. 113</p> <p>3. Pol. 103.1</p> <p>4. Pol. 210</p> <p>5. Pol. 210.1</p> <p>6. 7 CFR 15b.40</p> <p>7. Pol. 113.4</p> <p>8. Pol. 209</p> <p>9. Pol. 216</p> <p>10. Pol. 121</p> <p>11. Pol. 246</p> <p>12. Pol. 808</p> <p>13. Pol. 810</p> <p>14. Pol. 146</p> <p>15. Pol. 805</p> <p>24 P.S. 1422.1</p> <p>22 PA Code 12.41</p> <p>20 U.S.C. 1232g</p> <p>20 U.S.C. 1400 et seq</p> <p>29 U.S.C. 794</p> <p>42 U.S.C. 12101 et seq</p> <p>7 CFR Part 15</p> <p>28 CFR Part 35</p> <p>34 CFR Part 99</p> <p>34 CFR Part 104</p> <p>34 CFR Part 300</p> <p>Pol. 103</p> <p>Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies – National School Boards Association</p> <p>Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health</p> |
| Adopted | October 19, 2015 |

Purpose

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.[1]

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]
4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Guidelines

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with

the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.[4][5]

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[3][2]

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:[6]

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Non disabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][9]

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.[10][11][12][13]

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.[14]
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.[4][5]
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.[11]
5. Communication and confidentiality.[7][8][9]
6. Emergency response.[15]
7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Medications |
| Number | 210 |
| Status | Active |
| Legal | 1. 24 P.S. 510 2. 22 PA Code 12.41 3. 42 Pa. C.S.A. 8337.1 4. Pol. 103.1 5. Pol. 113 6. 24 P.S. 1409 7. Pol. 216 8. 24 P.S. 1414.1 9. Pol. 210.1 10. Pol. 121 24 P.S. 1401 24 P.S. 1402 |

Pennsylvania Department of Health "Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care" March 2010

Purpose

All schools are accountable to provide safe, legal, and appropriate care for students. This includes the administration of medications during the school day that enable the student to attend school and to take full advantage of his or her educational program; however, the Board shall not be responsible for the diagnosis and treatment of student illness.

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and **licensed prescriber** will be permitted only when:

1. Failure to take such medicine would jeopardize the health of the student.
2. The student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a **licensed prescriber** and any over-the-counter or non-prescribed medicines.

For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

For the purposes of this policy, **CSN** shall refer to the district's Certified School Nurse.

Authority

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication **may** be administered to **or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.**^{[1][2]}

Delegation of Responsibility

The Superintendent or designee, in conjunction with the Certified School Nurse, shall develop administrative regulations for the administration and self-administration of students' medications, including medication variances.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health personnel (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.^[3]

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.^{[4][5]}

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, designated administrators and/or members of the School Health Advisory Committee and revised as necessary.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year and with each change in medication.

The parent/guardian of the **student shall** assume responsibility for informing the **Certified School Nurse** of any **updated** changes **regarding medications that occurs throughout the school year.**

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.^{[6][7]}

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.^{[8][9]}

Delivery and Storage of Medications

All medication **shall be brought** to the **nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian.** All medication shall be stored in the original pharmacy-labeled container and kept in a **locked cabinet designated for storage of medication.** Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication **shall** be **accompanied by** a completed Medication Administration Consent and **Licensed Prescriber's** Medication Order Form, **or other written communication** from the licensed prescriber.

Medication Variances

The district **shall** record any medication variances. **Medication variances shall be** deviations from the standard of care. Variances **may** include **the following**:

1. Incorrect medication.
2. Incorrect student.
3. Omitted dose(s).
4. Incorrect dose(s).
5. Incorrect time of administration.
6. Incorrect route and technique of administration.

The CSN **shall document** all variances. The parent/guardian, building **principal** and department administrators **shall** be notified. The CSN **shall** notify the licensed prescriber if **the** potential **exists** for harm to the student. The student **shall** be assessed by the CSN for adverse effects.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. **Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.**
2. **Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.**
3. **Methods for safe and environmentally friendly disposal of medications.**
4. **Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.**

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]

1. **An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.**
2. **Written parent/guardian consent.**
3. **An Individual Health Plan including an Emergency Care Plan.**
4. **The nurse shall conduct a baseline assessment of the student's health status.**
5. **The student shall demonstrate administration skills to the nurse and responsible behavior.**

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. **Assigning school health staff to be available.**
2. **Utilizing a licensed person from the school district's substitute list.**
3. **Contracting with a credible agency which provides temporary nursing services.**
4. **Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.**
5. **Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.**
6. **Asking parent/guardian to accompany the child on the field trip, with proper clearances.**
7. **Arranging for medications to be provided in an original labeled container with only the amount of medication needed.**

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors |
| Number | 210.1 |
| Status | Active |
| Legal | <u>1. 24 P.S. 1414.1</u> <u>2. Pol. 103.1</u> <u>3. 24 P.S. 1401</u> <u>4. 22 PA Code 12.41</u> <u>5. 24 P.S. 1409</u> <u>6. Pol. 216</u> <u>7. Pol. 113.1</u> <u>8. Pol. 218</u> <u>9. Pol. 227</u> <u>10. 22 PA Code 12.3</u> |
| Adopted | March 21, 2005 |
| Last Revised | October 19, 2015 |

Authority

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.[1][2]

Definitions

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.[3]

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Guidelines

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:[1][4]

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.[1]

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.[1]

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.[1]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[5][6]

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[1]

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.[1][7][8][9]

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[1]

The district shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.[1][10][8]

The district shall post this policy on the district website, if available.[1]

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), may develop administrative regulations for student possession of asthma inhalers or

epinephrine auto-injectors and self-administration of prescribed medication.

Last Modified by Rhonda Caldwell on October 30, 2015

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Reporting Student Progress |
| Number | 212 |
| Status | Active |
| Legal | 1. Pol. 216 24 P.S. 510 24 P.S. 1531 24 P.S. 1532 22 PA Code 4.11 Pol. 102 Pol. 127 Pol. 138 |
| Adopted | October 18, 2004 |
| Last Revised | November 16, 2015 |

Purpose

The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of federal and state laws and regulations governing student records.[1]

Authority

The Board directs establishment of a system of reporting student progress that requires all appropriate staff members, as part of their professional responsibility, to comply with a reporting system which includes academic progress reports, report cards, and parent/guardian conferences with teachers.

Delegation of Responsibility

The Superintendent or designee, in collaboration with designated staff members, shall develop administrative regulations for reporting student progress to parents/guardians.

Guidelines

Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.

Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.

Report cards shall be issued at intervals of not less than nine (9) weeks.

Progress reports may be issued at the mid-point of each nine (9) week period.

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Class Rank |
| Number | 214 |
| Status | Active |
| Legal | 1. Pol. 216 24 P.S. 510 |
| Adopted | October 18, 2004 |
| Last Revised | November 16, 2015 |

Purpose

The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents/guardians and others of their relative academic placement among their peers.

Authority

The Board authorizes a system of class rank, by grade point average, for students in grades 9-12. All students shall be ranked together.

Class rank shall be computed by the final grade in all subjects for which credit is awarded.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.

A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.^[1]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for computing grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank shall be released.

Guidelines

Weighted Grades

In recognition of the heavier burden of certain work, grade point averages shall be weighted by awarding extra credit for each designated honors course.

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Promotion and Retention |
| Number | 215 |
| Status | Active |
| Legal | 1.24 P.S. 1531 2.24 P.S. 1532 3.22 PA Code 4.12 4.22 PA Code 4.42 8. Pol. 212 9. Pol. 217 24 P.S. 1533 |
| Adopted | October 18, 2004 |
| Last Revised | November 16, 2015 |

Purpose

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner.

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade.[1][2][3][4]

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.[1][2]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.[2]

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

Guidelines

A student may be retained in any grade at the elementary level.

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

The process for recommendations of retention shall include a conference of the parents/guardians, classroom teacher, counselor and building principal.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.[8]

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.[8]

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.[9]

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Student Complaint Process |
| Number | 219 |
| Status | Active |
| Legal | <u>24 P.S. 510</u> |
| Adopted | October 18, 2004 |
| Last Revised | November 16, 2015 |

Purpose

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established processes is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees shall recognize the complaints of students, provided that such complaints are submitted according to the established administrative regulations developed by the Superintendent or designee.

At each level the student shall be afforded the opportunity to be heard personally by the school authority.

A student shall not be subjected to any reprisals because of filing a complaint.

The student may be assisted by a parent/guardian at any step.

Last Modified by Rhonda Caldwell on December 1, 2015

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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Student Expression/Distribution and Posting of Materials |
| Number | 220 |
| Status | Active |
| Legal | 1. 22 PA Code 12.9 2. 24 P.S. 511 3. 22 PA Code 12.2 4. 24 P.S. 510 5. Pol. 219 6. Pol. 218 |
| Adopted | October 18, 2004 |
| Last Revised | November 16, 2015 |

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.[1]

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression - verbal, written or symbolic representation or communication.

Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1]

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[2][3][1]

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.[4][1]

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.[3]
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.[5]

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

This Board policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.