

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Number	204
Status	

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

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 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Dual Enrollment
Number	204.1
Status	From PSBA
Legal	1. Pol. 204 2. Pol. 214 <u>3. 22 PA Code 11.5</u> <u>4. 22 PA Code 11.8</u> 5. Pol. 217 <u>6. 24 P.S. 1601-B-1615-B</u>

Purpose

The district acknowledges that there **shall be** certain circumstances when individual students may benefit from pursuing college courses during **the** junior and senior years in high school; however, **the** academic, social and emotional **benefits exist to support the completion of** senior year in high school. The **district** has formed partnerships with several postsecondary schools in order to:

1. Offer potential financial relief to parents/guardians and students.
2. Prepare students for college, especially the concept of studying.
3. Gain college credit while still in high school.

Authority

It shall be the policy of the Board that high school students **shall** be permitted to enroll in higher education courses while concurrently pursuing a rigid academic program as full-time high school students. **A** postsecondary course **shall not** supplant a **district** graduation requirement.[3][4][5][6]

Guidelines

Eligible juniors and seniors **shall be** permitted to participate in the Dual Enrollment program. A credit review, **conducted** by a building principal and guidance counselor, **shall confirm** questionable class status.

Eligibility for Participation

Eligibility for student participation in a dual enrollment program shall be based on the following criteria:

1. The student **shall be required to** meet district attendance criteria.[1]
2. The student **shall** satisfactorily complete the appropriate units of credit for his/her grade level, as determined by a credit review.

3. **A** postsecondary course **shall not** be substituted for a course that **may** be **available** through the **designated district** school's academic offerings.
4. Postsecondary **courses shall** be listed on the student's high school transcript, but **shall** not be computed in the Grade Point Average or class rank.[2]
5. Students or **parents/guardians** may be responsible for all costs associated with registration and transportation.
6. Students **shall be required to** meet the postsecondary institution's admission criteria.
7. The postsecondary institution's grading **and/or** academic policies, not **the district's**, apply for the **enrolled** course.

Concerns **related to** the **postsecondary institution's** course, professor **or** grade **shall** be directed to the Dual Enrollment Coordinator.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Postgraduate Students
Number	205
Status	From PSBA
Legal	<u>1. 24 P.S. 1301</u> <u>2. 22 PA Code 11.12</u> <u>3. 22 PA Code 12.1</u> <u>4. 24 P.S. 502</u> <u>5. 24 P.S. 1901</u> <u>22 PA Code 11.13</u> <u>22 PA Code 11.14</u>

Authority

The Board shall assume no responsibility for making its regular educational program available to district residents who are high school graduates, **nor after the end of the term in which a student reaches** the age of twenty-one (21) years. The Board shall **not** be responsible for **the** continuing education **of** such residents in any other **school** district.
[1][2][3]

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Assignment Within District
Number	206
Status	From PSBA
Legal	<u>1. 24 P.S. 1310</u> 2. Pol. 103 3. Pol. 103.1 <u>4. 24 P.S. 1310.1</u> 5. Pol. 906

Purpose

The Board directs that the assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.

Authority

The Board shall determine periodically the school attendance areas of the district, and the students within each area **are expected** to attend the designated school. In assigning students to schools within this district, no discrimination shall occur.[1][2][3]

Delegation of Responsibility

The Superintendent periodically shall review existing attendance areas and recommend to the Board changes that may be justified by considerations of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency and **appropriateness** of the instructional program.

The Superintendent or designee may assign a student to a school other than the one designated for the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.

The Superintendent or designee shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational and academic goals.

The building principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the **educational program and** administration of the school.

Guidelines

Classroom Placement of Twins/Higher Order Multiples

A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same

classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children's attendance.[4]

The school shall provide the classroom placement requested by the parent/guardian, with the following exceptions:

- 1. After consultation with the Superintendent or designee, the principal determines that an alternative placement is necessary.**
- 2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine the appropriate classroom placement for the siblings.**
- 3. If the request for separate classroom placement would require the district to add an additional class to the grade level of the siblings.**

The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.

A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples in accordance with Board policy.[5]

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Book	Policy Manual
Section	200 Pupils
Title	Confidential Communications of Students
Number	207
Status	From PSBA
Legal	<u>1. 22 PA Code 12.12</u> <u>2. 42 Pa. C.S.A. 5945</u> <u>3. 42 Pa. C.S.A. 8337</u>

Purpose

The Board recognizes that certain written and oral communications between students and school personnel must be confidential.

Authority

The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.

Guidelines

Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.[1]

Use of a student's confidential communications to school personnel in legal proceedings is governed by **laws** and regulations appropriate to the proceedings.[1][2][3]

Delegation of Responsibility

In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.

In qualifying circumstances, the building principal, Superintendent and/or designated administrator may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Withdrawal From School
Number	208
Status	From PSBA
Legal	<u>1. 24 P.S. 1326</u> <u>2. 24 P.S. 1327</u> <u>3. 22 PA Code 11.13</u> <u>4. 22 PA Code 12.1</u> <u>5. 22 PA Code 11.4</u>

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.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Health Examinations/Screenings
Number	209
Status	From PSBA
Legal	<u>1. 24 P.S. 1401</u> <u>2. 24 P.S. 1402</u> <u>3. 24 P.S. 1403</u> <u>4. 22 PA Code 12.41</u> <u>5. 24 P.S. 1407</u> <u>6. 28 PA Code 23.1 et seq</u> <u>7. 24 P.S. 1419</u> <u>8. 28 PA Code 23.45</u> <u>9. 24 P.S. 1406</u> <u>10. 24 P.S. 1405</u> <u>11. 28 PA Code 23.2</u> <u>12. 20 U.S.C. 1232h</u> <u>13. 24 P.S. 1409</u> <u>14. Pol. 216</u> <u>15. Pol. 800</u> <u>24 P.S. 1401-1419</u> <u>22 PA Code 403.1</u>

Authority

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to:[1][2][3][4]

1. Protect the school community from the spread of communicable disease.
2. Ensure that the student's participation in health, safety and physical education courses meets his/her individual needs.
3. Ensure that the learning potential of each student is not lessened by a remediable physical disability.

Guidelines

Each student shall receive a comprehensive health examination **conducted by the school physician** upon original entry, in sixth grade, and in eleventh grade.[2][5][4]

Each student shall receive a comprehensive dental examination **conducted by the school dentist** upon original entry, in third grade, and in seventh grade.[3][5][4]

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district **shall** accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.**[5]**

Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, **tuberculosis tests**, other tests deemed advisable, and height and weight measurements, at intervals established by the district. **Height and weight measurements shall be used to calculate the student's weight-for-height ratio.****[2][4][6]**

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.**[7][8]**

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. **If the parent/guardian fails to report the action taken, the school nurse or school physician shall arrange a special medical examination for the student.****[2][9][4]**

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.**[10][11][12]**

Health Records

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the result of tests, measurements, regularly scheduled examinations and special examinations.**[2]**

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.**[13][14]**

Designated district staff shall request from the transferring school the health **records of students** transferring into district **schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.****[13]**

The district shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.**[13][15]**

Delegation of Responsibility

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.**[2]**

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program

(CHIP).[9]

Last Modified by Elizabeth Flood on April 15, 2015

Book Policy Manual
 Section 200 Pupils
 Title Food Allergy Management
 Number 209.1
 Status From PSBA
 Legal [1. 24 P.S. 1422.3](#)

2. Pol. 113

3. Pol. 103.1

4. Pol. 210

5. Pol. 210.1

[6. 7 CFR 15b.40](#)

7. Pol. 113.4

8. Pol. 209

9. Pol. 216

10. Pol. 121

11. Pol. 246

12. Pol. 808

13. Pol. 810

14. Pol. 146

15. Pol. 805

[24 P.S. 1422.1](#)

[22 PA Code 12.41](#)

[20 U.S.C. 1232g](#)

[20 U.S.C. 1400 et seq](#)

[29 U.S.C. 794](#)

[42 U.S.C. 12101 et seq](#)

[7 CFR Part 15](#)

[28 CFR Part 35](#)

[34 CFR Part 99](#)

[34 CFR Part 104](#)

[34 CFR Part 300](#)

Pol. 103

Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies – National School Boards Association

Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health

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 Nondisabling 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.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Head Lice
Number	209.2
Status	From PSBA
Legal	

Authority

The Board is committed to maintaining a healthy environment for students and staff. To fulfill that commitment, the Board establishes this policy to provide guidelines for the prevention and control of head lice in students.

Guidelines

At any time during the school year, the school nurse may examine a student for head lice. If nits or lice **shall be** identified, the following procedures shall be implemented:

1. The student **shall** be isolated from classmates and excluded from school until treatment **shall be** concluded.
2. The parent/guardian **shall** be immediately contacted to pick up the student. The student **shall** not be permitted to ride the bus home.
3. The school nurse **shall** provide information to the parent/guardian regarding treatment.
4. The school nurse **shall** examine the student's siblings and other close contacts.

Readmission

After treatment has been completed and all head lice and nits have been removed from the head, the following procedures shall be implemented:

1. The student shall not attend classes or ride the bus until examined by the school nurse.
2. Within two (2) days following the initial day of exclusion, the parent/guardian shall contact the school nurse to make an appointment for the student to be examined for re-admission to school. The parent/guardian **shall** accompany the student to the appointment.
3. If upon examination the student **shall be** found to have head lice or nits, the student **shall** be denied admission.
4. After the student has been cleared to return to classes, the nurse **shall** re-check for head lice or nits in one (1) or two (2) weeks following his/her return to school.

Last Modified by Elizabeth Flood on April 15, 2015

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

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.

[210-Attach.doc \(42 KB\)](#)

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
Number	210.1
Status	From PSBA
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>

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 Elizabeth Flood on April 15, 2015

