

# September Board Meeting Agenda

## Items:

### **Secretary and Financial Reports:**

Approval of the Minutes recorded for the Monday, August 7, 2017 Board Word Session and the Tuesday, August 15, 2017 Board Business Meeting. (See attached).  
**APPROVED 09/19/17**

Approval of the official financial reports and to pay the bills for September 2017. (See attached).  
**APPROVED 09/19/17**

### **New Business**

**Personnel:** *(All employees and volunteers under the personnel section are Being hired pending receipt of proper clearances and compliance with Act 168 regulations.)*

Approval to add the following individuals to the list of **PA Certified Substitute Teachers** for the 17-18 SY:

- **Candi Jones**, 1602 Egolf Road, Bedford, PA- Substitute Nurse
- **Diane Yingling**, 165 Business 220, Bedford, PA- PK-4 Certification

**APPROVED 09/11/17**

Approval to add the following individuals to the list of **IU08 Substitute Teachers** for the 17-18 SY:

- **Rachael Oberman**, 1018 6th Street, Saxton, PA
- **Heidi Bailey**, 2052 Valley Road, Bedford, PA

**APPROVED 09/11/17**

Approval to add the following individuals to the list of **Substitute Support Staff** for the 17-18 SY:

- **Judith Wentz**, 203 Barclay Street, Bedford, PA- Substitute Instructional Assistant
- **Jeane (Pauley) Mock**- Substitute Instructional Assistant

**APPROVED 09/11/17**

Approval of **Ms. Kendra Burkett as a Long-Term Substitute as the Emotional Support teacher** for the Bedford Area School District, at a salary equivalent to step 1 on the bachelor's pay scale, retroactive to the start of the school year.

**APPROVED 09/11/17**

Approval of **Mr. Christopher Turner**, 604 Hammer Street, Bedford, PA 15522, as **BHS Science Teacher**, on step 11 of the Masters pay scale, at a date to be determined.

**APPROVED 09/11/17**

Approval to accept the **resignation of Ms. Lindsey Edwards, Instructional Assistant** at the Bedford Middle School, effective August 21, 2017.

**APPROVED 09/19/17**

Request approval of **Mrs. Natasha Kinsinger**, 115 Cumberland Valley Lane, Bedford, PA 15522, as **Instructional Assistant at the Bedford Middle School**, retroactive to September 5, 2017, at a rate of \$10.45 an hour, 7 hours a day.

**APPROVED 09/19/17**

Approval to accept the **retirement of Mr. R Lee Evans, Head Custodian at BMS**, effective October 20, 2017. Mr. Evans has worked for the District for 34 years.

**APPROVED 09/19/17**

### **Tenure:**

Approval to grant tenure to **Mrs. Ali Imler, BMS Art Teacher**. Mrs. Imler was hired 06/19/2014, for the start of the 2014-2015 school year. Mrs. Imler is considered to have successfully completed three years of teaching.

**APPROVED 09/19/17**

Approval to grant tenure to **Mr. Matt Barkman, BE Physical Education Teacher**. Mr. Barkman was hired 06/19/2014, for the start of the 2014-2015 school year. Mr. Barkman is considered to have successfully completed three years of teaching.

**APPROVED 09/19/17**

Approval to grant tenure to **Mrs. Sarah Bordi, BHS English Teacher**. Mrs. Bordi was hired 06/19/2014, for the start of the 2014-2015 school year. Mrs. Bordi is considered to have successfully completed three years of teaching.

**APPROVED 09/19/17**

Approval to grant tenure to **Ms. Stefanie Hinton, BHS Physical Education Teacher**. Ms. Hinton was hired 06/19/2014, for the start of the 2014-2015 school year. Ms. Hinton is considered to have successfully completed three years of teaching.

**APPROVED 09/19/17**

Approval to grant tenure to **Mrs. Carrie Leap, BHS Chorus Teacher**. Mrs. Leap was hired 09/08/2014, starting at the beginning of the 2014-2015 school year. Mrs. Leap is considered to have successfully completed three years of teaching.

**APPROVED 09/19/17**

## **Extra Duty/Extra Pay Personnel/Fund Raisers:**

### BEDFORD ELEMENTARY SCHOOL

Approval of the attached Extra Duty/Extra Pay List for the 2017-2018 SY (ATTACHMENT #1).

**APPROVED 09/19/17**

### Bedford Middle School

Approval of **Ms. Kamryn Dorner**, 167 Woodland Avenue, Bedford, PA 15522, as **Junior High Assistant Volleyball Coach (Position 4)**, retroactive to the start of the 17-18 Volleyball Season.

**APPROVED 09/19/17**

Approval to accept the **resignation of Mr. Justin Roberts as Jr. High Wrestling Coach.**

**APPROVED 09/19/17**

### Bedford High School

Approval of the **Homecoming Parade** to be held **September 22, 2017**, to start and end at the Bedford High School parking lot.

**APPROVED 09/19/17**

Approval for BHS students to attend an overnight trip to NYC May 4 through May 5, 2018.

**APPROVED 09/19/17**

Approval for the Senior Class Trip to Orlando, FL, March 18-23, 2018.

**APPROVED 09/19/17**

Approval of **Mr. James Kegg as emergency Girls' Tennis Coach**, at a salary of \$1,500.00.

**APPROVED 09/19/17**

Approval of the following individuals to be added to the list of **District Game Help:**

- **Rylan Schnably**
- **Joel Easter**

**APPROVED 09/19/17**

Approval to **host PMEA District 4 and District 6 Orchestra Festival at Bedford High School February 8 -10, 2018.**

**APPROVED 09/19/17**

## **Additional New Business:**

PSBA Officers and Representative-At-Large Elections (Candidate/Ballot Information included in Board Packets).

**APPROVED 09/19/17**

## **21st Century:**

Approval of **Mrs. Kayla Browell as a Tutor** for the **After 3 Program at BMS**, retroactive to the start of the year.

**APPROVED 09/19/17**

## **Policies:**

**Tentative approval on the following amended policies** for the Board Policy Manual:

- Policy #203 – Immunizations and Communicable Diseases (ATTACHMENT #2).
- Policy #209.3 – Diabetes Management (ATTACHMENT #3).
- Policy #808 – Food Services (ATTACHMENT #4).

**APPROVED 09/19/17**

## **Additional New Business:**

Approval of **contract between the Bedford Area School District and Tussey Mountain School District** to allow Tussey to send students to our **Laurel Life program** (ATTACHMENT #5).

**APPROVED 09/19/17**

## **Buildings, Grounds, and Transportation:**

Approval to scrap Van #1, a 2000 Ford E250 10-passenger Van, due to its inability to pass PA State Inspection. Along with borrowing, as needed, the BCTC van, we are evaluating the need for a third passenger van for the District.

**APPROVED 09/19/17**

Approval for **Ms. Beth Fluke**, 219 Short Road, Clearville, PA 15535, as a **bus driver** for Snyder Bus Lines LLC and the Bedford Area School District.

**APPROVED 09/19/17**

Approval for **Mr. Luis Beal**, 6871 Lincoln Highway, Bedford, PA 15522, as a **student transport driver** for Hesel Transportation and as a **Substitute Custodian** for the Bedford Area School District.

**APPROVED 09/19/17**

Approval for **Gail Karns**, 160 Heck Road, Bedford, PA 15522, as a **student transport driver** for Hesel Transportation and the Bedford Area School District, pending all required documentation.

**APPROVED 09/19/17**

| <b>NAME</b>          | <b>HOME ADDRESS</b>   | <b>EXTRA DUTY</b>                    |
|----------------------|---|--------------------------------------|
| BRENDA HEIT          | BRENDA HEIT<br>3545 IMLERTOWN RD<br>BEDFORD PA 15522              | ELEMENTARY PRODUCTION (PRIMARY)      |
| JENNIFER HILLENBRAND | JENNIFER HILLENBRAND<br>404 RAYSTOWN RD<br>EVERETT PA 15537       | ELEMENTARY PRODUCTION (PRIMARY)      |
| MELISSA WINGARD      | MELISSA WINGARD<br>113 BUCHANAN<br>JOHNSTOWN PA 159.4             | ELEMENTARY PRODUCTION (PRIMARY)      |
| LEIGH HERSHEY        | LEIGH HERSHEY<br>1056 EGOLF RD<br>BEDFORD PA 15522                | ELEMENTARY PRODUCTION (PRIMARY)      |
| LISA MILLER          | LISA MILLER<br>PO BOX 242<br>WOODBURY PA 16695                    | ELEMENTARY PRODUCTION (PRIMARY)      |
| DON COTTLE           | DON COTTLE<br>221 KNISELY LANE<br>CLAYSBURG PA 16625              | ELEMENTARY PRODUCTION (PRIMARY)      |
| LISA GERBER          | LISA GERBER<br>217 MILL RIDGE ROAD<br>EVERETT PA 15537            | ELEMENTARY PRODUCTION (PRIMARY)      |
|                      |   |                                      |
| LEIGH ANNE WEYANT    | LEIGH ANNE WEYANT<br>735 ECHO VALE DRIVE<br>BEDFORD PA 15522      | ELEMENTARY PRODUCTION (INTERMEDIATE) |
| KIM ARNOLD           | KIM ARNOLD<br>950 CUMBERLAND RD<br>BEDFORD PA 15522               | ELEMENTARY PRODUCTION (INTERMEDIATE) |
| THERESA MONTGOMERY   | THERESA MONTGOMERY<br>143 SPRINGDALE ACRES DR<br>BEDFORD PA 15522 | ELEMENTARY PRODUCTION (INTERMEDIATE) |
| JENNIFER HILLENBRAND | JENNIFER HILLENBRAND<br>404 RAYSTOWN RD<br>EVERETT PA 15537       | ELEMENTARY PRODUCTION (INTERMEDIATE) |
| JESSICA HUXTA        | JESSICA HUXTA<br>624 S. JULIANA STREET<br>BEDFORD PA 15522        | ELEMENTARY PRODUCTION (INTERMEDIATE) |
| LISA MILLER          | LISA MILLER<br>PO BOX 242<br>WOODBURY PA 16695                    | ELEMENTARY PRODUCTION (INTERMEDIATE) |
| BRAD MAY             | BRAD MAY  | ELEMENTARY PRODUCTION (INTERMEDIATE) |

|                     |   |                                      |
|---------------------|---|--------------------------------------|
|                     | 676 EAST WATSON STR<br>BEDFORD PA 15522                           |                                      |
| JENNIFER DECKER     | JENNIFER DECKER<br>6215 MAIN ROAD<br>BEDFORD PA 15522             | ELEMENTARY PRODUCTION (INTERMEDIATE) |
|                     |   |                                      |
|                     |   |                                      |
| THERESA MONTGOMERY  | THERESA MONTGOMERY<br>143 SPRINGDALE ACRES DR<br>BEDFORD PA 15522 | BE ENVIROTHON COACH                  |
|                     |   |                                      |
| KIM ARNOLD          | KIM ARNOLD<br>950 CUMBERLAND RD<br>BEDFORD PA 15522               | BE ENVIROTHON COACH                  |
|                     |   |                                      |
|                     |   |                                      |
| JESSICA HUXTA       | JESSICA HUXTA<br>624 S. JULIANA STREET<br>BEDFORD PA 15522        | BE READING COMPETITION COACHES       |
|                     |   |                                      |
| BRAD MAY            | BRAD MAY<br>676 EAST WATSON STR<br>BEDFORD PA 15522               | BE READING COMPETITION COACHES       |
|                     |   |                                      |
|                     |   |                                      |
| LINDSAY REGOS       | LINDSAY REGOS<br>127 UNION STREET<br>BEDFORD PA 15522             | BE MEMORY BOOK ADVISOR               |
|                     |   |                                      |
|                     |   |                                      |
| LAUREN LOGSDON      | LAUREN LOGSDON<br>800 PRESTON STR, APT 8<br>BEDFORD PA 15522      | GENERAL ELEMENTARY COMMITTEE         |
|                     |   |                                      |
| DARCIA WINDOWS      | DARCIA WINDOWS<br>139 WOODLAWN AVE<br>BEDFORD PA 15522            | GENERAL ELEMENTARY COMMITTEE         |
|                     |   |                                      |
| JOANNE BORTZ        | JOANNE BORTZ<br>727 S JULIANA STR<br>BEDFORD PA 15522             | GENERAL ELEMENTARY COMMITTEE         |
|                     |   |                                      |
| ELYSE MURPHY        | ELYSE MURPHY<br>1140 EGOLF ROAD<br>BEDFORD PA 15522               | GENERAL ELEMENTARY COMMITTEE         |
|                     |   |                                      |
| LORI FOX            | LORI FOX<br>116 ELWOOD ROAD<br>BEDFORD PA 15522                   | GENERAL ELEMENTARY COMMITTEE         |
|                     |   |                                      |
| STEPHANIE LEIBFREID | STEPHANIE LEIBFREID<br>242 E JOHN STREET<br>BEDFORD PA 15522      | GENERAL ELEMENTARY COMMITTEE         |
|                     |   |                                      |

|                   |   |                              |
|-------------------|---|------------------------------|
| LISA STAHLMAN     | LISA STAHLMAN<br>822 GLENWOOD DRIVE<br>ALTOONA PA 16601             | GENERAL ELEMENTARY COMMITTEE |
| AMY ARNOLD        | AMY ARNOLD<br>453 NORTH JULIANA STREET<br>BEDFORD PA 15522          | GENERAL ELEMENTARY COMMITTEE |
| LISA MILLER       | LISA MILLER<br>PO BOX 242<br>WOODBURY PA 16695                      | GENERAL ELEMENTARY COMMITTEE |
| DAWN ICKES        | DAWN ICKES<br>492 ELLIS ROAD<br>SCHELLSBURG PA 15559                | GENERAL ELEMENTARY COMMITTEE |
| DIANA CLAPPER     | DIANA CLAPPER<br>8305 HYNDMAN ROAD<br>BUFFALO MILLS PA 15534        | ABC COMMITTEE - CHAIR        |
| KIM ARNOLD        | KIM ARNOLD<br>950 CUMBERLAND RD<br>BEDFORD PA 15522                 | ABC COMMITTEE                |
| AMY DIPASQUALE    | AMY DIPASQUALE<br>9476 US Rt 220<br>BEDFORD PA 15522                | ABC COMMITTEE                |
| BRENDA HEIT       | BRENDA HEIT<br>3545 IMLERTOWN RD<br>BEDFORD PA 15522                | ABC COMMITTEE                |
| LISA MILLER       | LISA MILLER<br>PO BOX 242<br>WOODBURY PA 16695                      | ABC COMMITTEE                |
| JENNIFER LAFFERTY | JENNIFER LAFFERTY<br>253 SOUTHERN BELL RD<br>BUFFALO MILLS PA 15534 | ABC COMMITTEE                |
| LEIGH ANNE WEYANT | LEIGH ANNE WEYANT<br>735 ECHO VALE DRIVE<br>BEDFORD PA 15522        | ABC COMMITTEE                |
| HEATHER EBERHART  | HEATHER EBERHART<br>PO BOX 481<br>BEDFORD PA 15522                  | TECHNICAL SUPPORT TEACHER    |
| LISA STAHLMAN     | LISA STAHLMAN<br>822 GLENWOOD DRIVE<br>ALTOONA PA 16601             | TECHNICAL SUPPORT TEACHER    |



|                     |   |                           |
|---------------------|---|---------------------------|
| LAUREN LOGSDON      | LAUREN LOGSDON<br>800 PRESTON STR, APT 8<br>BEDFORD PA 15522      | TECHNICAL SUPPORT TEACHER |
|                     |   |                           |
| THERESA MONTGOMERY  | THERESA MONTGOMERY<br>143 SPRINGDALE ACRES DR<br>BEDFORD PA 15522 | BLUE CREW CLUB            |
|                     |   |                           |
| MELISSA WINGARD     | MELISSA WINGARD<br>197 BUSINESS 220<br>BEDFORD PA 15522           | BLUE CREW CLUB            |
|                     |   |                           |
| LORI FOX            | LORI FOX<br>116 ELWOOD ROAD<br>BEDFORD PA 15522                   | BEST IN ACTION            |
|                     |   |                           |
| HEATHER EBERHART    | HEATHER EBERHART<br>PO BOX 481<br>BEDFORD PA 15522                | BEST IN ACTION            |
|                     |   |                           |
| DAWN ICKES          | DAWN ICKES<br>492 ELLIS ROAD<br>SCHELLSBURG PA 15559              | WBE STUDIOS               |
|                     |   |                           |
| STEPHANIE LEIBFREID | STEPHANIE LEIBFREID<br>242 E JOHN STREET<br>BEDFORD PA 15522      | WBE STUDIOS               |
|                     |   |                           |
| RODNEY BERKEY       | RODNEY BERKEY<br>222 OLD QUAKER CHURCH RD<br>FISHERTOWN PA 15539  | WBE STUDIOS               |



|              |  |
|--------------|--|
| Book         | Policy Manual  |
| Section      | 200 Pupils   |
| Title        | Immunizations and Communicable Diseases  |
| Number       | 203  |
| Status       | First Reading  |
| Legal        | <ul style="list-style-type: none"> <li><a href="#">1. 24 P.S. 1303a</a></li> <li><a href="#">2. 28 PA Code 23.81 et seq</a></li> <li><a href="#">3. 28 PA Code 23.82</a></li> <li><a href="#">4. 22 PA Code 11.20</a></li> <li><a href="#">5. 28 PA Code 23.85</a></li> <li><a href="#">6. 28 PA Code 23.83</a></li> <li><a href="#">7. 28 PA Code 23.84</a></li> <li>8. Pol. 200</li> <li>9. Pol. 251</li> <li>10. Pol. 255</li> <li><a href="#">11. 28 PA Code 27.77</a></li> <li>12. Pol. 201</li> <li><a href="#">13. 28 PA Code 23.86</a></li> <li><a href="#">14. 28 PA Code 27.71</a></li> <li><a href="#">15. 28 PA Code 27.72</a></li> <li>16. Pol. 204</li> <li><a href="#">17. 28 PA Code 27.1</a></li> <li><a href="#">18. 28 PA Code 27.2</a></li> <li><a href="#">19. 28 PA Code 27.23</a></li> <li><a href="#">20. 22 PA Code 4.29</a></li> <li><a href="#">21. 22 PA Code 4.4</a></li> <li>22. Pol. 105.1</li> <li><a href="#">23. 24 P.S. 1402</a></li> <li>24. Pol. 209</li> <li><a href="#">25. 24 P.S. 1409</a></li> <li>Pol. 105.2</li> </ul> |
| Last Revised | May 17, 2011   |

**Authority**

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.[\[1\]\[2\]](#)

## **Definitions**

**Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.**[\[3\]](#)

**Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.**[\[3\]](#)

## **Guidelines**

### Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[\[1\]\[2\]\[4\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[\[5\]](#)

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds **or strong moral or ethical conviction** or whose physician certifies that the student's physical condition contraindicates immunization.[\[1\]\[4\]\[6\]\[7\]](#)

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent **or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.**[\[1\]\[4\]\[5\]\[6\]\[7\]](#)

**Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.**[\[5\]\[8\]\[9\]](#)

**Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.**[\[5\]\[10\]](#)

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the **school** nurse. [\[1\]](#)

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.[\[6\]\[11\]](#)

The Superintendent or designee shall:

1. **Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or strong moral or ethical conviction or medical reasons, and means by which such exemptions may be claimed.**[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[12\]](#)
2. **Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.**[\[3\]](#)[\[5\]](#)

The Superintendent or designee shall report immunization data **electronically** to the Department of Health by **December 31** of each year. **If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.**[\[13\]](#)

### Communicable Diseases

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[\[20\]](#)

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases.[\[20\]](#)[\[21\]](#)[\[22\]](#)

### Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[\[23\]](#)[\[24\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.[\[25\]](#)

### NOTES:

List of required immunizations can be found at 28 PA Code Sec. 23.83--**revised immunization requirements take effect for the 2017-2018 school year.**

**PSBA Revision 4/17 © 2017 PSBA**



|         |  |
|---------|--|
| Book    | Policy Manual  |
| Section | 200 Pupils   |
| Title   | Diabetes Management  |
| Number  | 209.3  |
| Status  | First Reading  |
| Legal   | <p>1. Pol. 103.1</p> <p><a href="#">2. 24 P.S. 1401</a></p> <p><a href="#">3. 24 P.S. 1414.5</a></p> <p><a href="#">4. 24 P.S. 1414.3</a></p> <p><a href="#">5. 24 P.S. 1414.4</a></p> <p><a href="#">6. 24 P.S. 1414.7</a></p> <p>7. Pol. 113</p> <p>8. Pol. 209</p> <p>9. Pol. 209.1</p> <p>10. Pol. 113.1</p> <p>11. Pol. 810</p> <p><a href="#">12. 24 P.S. 1409</a></p> <p>13. Pol. 216</p> <p>14. Pol. 113.4</p> <p><a href="#">15. 22 PA Code 12.41</a></p> <p>16. Pol. 218</p> <p>17. Pol. 227</p> <p>18. Pol. 100</p> <p>19. Pol. 333</p> <p><a href="#">20. 22 PA Code 12.3</a></p> <p><a href="#">24 P.S. 510</a></p> <p>Pol. 210</p> |

### **Purpose**

The Board recognizes that an effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.

4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

### **Authority**

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.[1][2][3][4][5][6][7][8][9]

### **Definitions**

**Diabetes Medical Management Plan (DMMP)** means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[2]

**Individualized Education Program (IEP)** means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A **student with a disability** is a school-aged child within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.[7]

**Section 504 Service Agreement (Service Agreement)** means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[1]

**Trained Diabetes Personnel** means nonlicensed school employees who have successfully completed the required training.

### **Guidelines**

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.[5]

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[1][3][4][5][7][9]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[1][5][7][10][11]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[12][13][14]

### **Trained Diabetes Personnel**

The school nurse, in consultation with the Superintendent or designee, may identify at least one (1) school employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building attended by a student with diabetes to perform diabetes care and treatment for students. The identified school employee has the right to decline this role.[4]

An identified school employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:[4]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified school employee shall complete such training on an annual basis.[\[4\]](#)

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[\[4\]](#)

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[\[4\]](#)

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

#### Training of Other School Personnel

School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

#### Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[\[3\]](#)[\[15\]](#)

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.

- i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication, appropriate disposal of sharps, and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment 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, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[1][3][10][16][17]

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[3]

### **Delegation of Responsibility**

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.[4][18][19]

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[16][20]

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|         |                |
|---------|----------------|
| Book    | Policy Manual  |
| Section | 800 Operations |
| Title   | Food Services  |
| Number  | 808            |
| Status  | First Reading  |

Legal

1. [2 CFR Part 200](#)
2. [24 P.S. 1335](#)
3. [24 P.S. 1337](#)
4. [24 P.S. 504](#)
5. [24 P.S. 807.1](#)
6. [42 U.S.C. 1751 et seq](#)
7. [42 U.S.C. 1773](#)
8. [7 CFR Part 210](#)
9. [7 CFR Part 215](#)
10. [7 CFR Part 220](#)
11. FNS Instruction 113-1 (USDA)
12. [7 CFR 210.23](#)
13. [42 U.S.C. 1760](#)
14. [7 CFR 210.14](#)
15. [3 Pa. C.S.A. 5713](#)
16. [42 U.S.C. 1758\(h\)](#)
17. [7 CFR 210.13](#)
18. [7 CFR 210.30](#)
19. Pol. 246
20. Pol. 610
21. Pol. 626
22. Pol. 827
23. [42 U.S.C. 1758](#)
24. [7 CFR Part 245](#)
25. [7 CFR 15b.40](#)
26. Pol. 103.1
27. Pol. 113
28. Pol. 209.1
29. [7 CFR 220.7](#)
30. [7 CFR 210.9](#)
31. [7 CFR 210.15](#)
- [P.L. 111-296](#)
- [7 CFR Part 15](#)
- Pol. 103

Last Revised      October 18, 2016

**Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

## **Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[\[11\]](#)[\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[4\]](#)[\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]](#)[\[14\]](#)

## **Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the Food Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor. [\[3\]](#)[\[4\]](#)

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

## **The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.**

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[11\]](#)

## **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[19\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

## **The District shall use USDA Foods for menus available under the Child Nutrition USDA Foods Programs.**

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.  
[\[4\]](#)

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.  
[\[4\]](#)

### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.  
[\[20\]](#)[\[21\]](#)**[22]**

### Free/Reduced-Price Meals and Free Milk

The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.  
[\[23\]](#)[\[24\]](#)

### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.  
[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.  
[\[16\]](#)[\[17\]](#)[\[29\]](#)

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.  
[\[8\]](#)[\[10\]](#)[\[16\]](#)

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.  
[\[17\]](#)[\[29\]](#)[\[30\]](#)

### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.  
[\[6\]](#)[\[7\]](#)[\[18\]](#)[\[31\]](#)

### School Meal **Charges and** Accounts

**To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:**

1. **The district** shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. **The district** shall notify students and/or parents/guardians when the student's account reaches a **low balance**.
3. **The district shall notify students and/or parents/guardians when the student's account reaches a negative balance.**
4. **The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.**
5. **The district may permit students to charge a reimbursable meal or impose a limit on charged meals,** when the student forgets or loses his/her money or when his/her account has insufficient funds.

**This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.**

**The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website and/or other efficient communication methods.**

***Collection of Unpaid Meal Charges -***

**Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.**

NOTES:

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

Summer Food Service – 42 U.S.C. Sec. 1751 et seq  
7 CFR Part 225

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[Payment of School Meal Accounts.doc \(44 KB\)](#)

Last Modified by Casey Cover on September 10, 2017