

JOINT OPERATING COMMITTEE

MINUTES

NOVEMBER 3, 2021

An Executive Session was held from 5:30 to 6:00 p.m. to discuss personnel issues.

The meeting was called to order by Eunice Franklin-Becker, Chairperson, at 6:35 p.m. The Pledge of Allegiance was recited.

PRESENT: Chris Epstein
Eunice Franklin-Becker, Chairperson
Susan Moore
Philip Daniels
Christopher Jaramillo
Louis Mason
Alice Budno Hope, Vice Chairperson
Eric Elvanian
Maggie Philips, Esq., Treasurer

ALSO PRESENT: Seth Schram, Director
Dr. Angela King, Assistant Director
Larry Byron, Special Projects, Technology and Operations Supervisor
Dana Johnson, Supervisor of Daily Operations and Student Affairs
Dr. Michael Christian, Superintendent of Record
Marilyn Monastero, J.O.C. Secretary
Mark Fitzgerald, Esq., Solicitor

GUESTS: Amy DeLellis and Melanie Wheeler

MINUTES

MOTION: 1. To approve the minutes of October 6, 2021.

Above motion #1 was moved by Mrs. Franklin-Becker and seconded by Mrs. Moore.
Membership Polled. All in Favor. Motion Carried.

TREASURER'S REPORT

MOTION: 2. To approve the following items of the September 30, 2021 Treasurer's Report:
a. Pages 1 through 11 for file and audit.
To approve General Fund Disbursements for October 31, 2021
a. Check #10505 through #10583, ACH payments and electronic transfers in the amount of \$1,006,948.40. (Page 13)

Above motion #2 was moved by Mrs. Philips and seconded by Mrs. Epstein.
Membership Polled. All in Favor. Motion Carried.

DIRECTOR'S REPORT

- MOTION: 3. To approve Local Advisory Committee for 2021-2022 school year. (Att. #1)
4. To approve supplemental contract in the amount of \$300.00 for Troy Madden to serve as National Technical Honor Society Advisor for 2021-2022 school year.

5. To approve additional out-of-district student:

<u>Name</u>	<u>District/School</u>	<u>Grade</u>	<u>Program</u>
Vincent DiLella	LM/Harriton	11	Bldg. Trades

6. To approve deletion of Policy #205 (Postgraduate Students), #209 (Health Examinations), #211 (Accident Insurance) and #213 (Assessment of Student Progress).
7. To approve first reading of the following policies. (Attachment #2)
- Policy #201 (Admission of Students)
 - Policy #202 (Eligibility of Non-Resident Students)
 - Policy #203 (Communicable Disease)
 - Policy #203.1 (HIV Infection)
 - Policy #204 (Attendance)
 - Policy #206 (Assignment to Programs)
 - Policy #207 (Confidential Communications of Students)
 - Policy #208 (Withdrawal From School)
 - Policy #209.1 (Food Allergy Management)
 - Policy #209.2 (Diabetes Management)
 - Policy #210 (Medications)
 - Policy #210.1 (Possession/Administration of Asthma Inhalers/Epinephrine Auto Injectors)
 - Policy #212 (Reporting Student Progress)
8. To approve attendance of the SkillsUSA youth club officers and advisors at The leadership conference at Bucks County Technical High School, Fairless Hills, PA. (Attachment #3)

Program: SkillsUSA Leadership Conference
Destination: Bucks County Technical HS
Fairless Hills, PA
Purpose: Provide leadership training
Date: November 18, 2021

Time:	8:00 to 5:00
No. of Students:	30
Chaperones:	Troy Madden, Sandy Brower & Joe Renzi
Transportation/Cost:	School Bus/\$475.00
Anticipated Cost:	\$1,000.00

9. To approve employment of the following individual:

Name:	James Brunken
Position:	Assistant Director
Effective Date:	TBD
Terms of Employment:	Full-time/261 days
Salary:	\$125,000.00 (pro-rated for 2021-2022 sy)
Benefits:	As per the current Act 93 Memorandum of Meet and Discuss

10. To approve Tamara Darden as Supervisor of Business Operations, at a starting salary of \$115,000.00, pro-rated for the 2021-2022 school year subject to the Solicitor's office finalizing an employment agreement for a time period effective with her start date at the school until June 30, 2025.

Above motions #3 through #10 were moved by Mrs. Franklin-Becker and seconded by Mrs. Moore.

Membership Polled. All in Favor. Motion Carried.

Mrs. Franklin-Becker commended the administrative staff on their search for candidates for these two administrative positions.

Mr. Schram went over the reorganization process, thanked the Joint Operating Committee for their support over his time at CMTHS and presented Mr. Elvanian and Mrs. Franklin-Becker with farewell appreciation gifts for their dedicated service.

NEW BUSINESS

11. To amend the November 3, 2021 agenda to include, under New Business, a performance incentive for Mr. Seth Schram.

Above motion #11 was moved by Mr. Elvanian and seconded by Mr. Daniels.
Membership Polled. All in Favor. Motion Carried.

12. To authorize a performance incentive payment in the amount of \$8,000.00 eligible for PSERS contribution processed through salary payroll for Mr. Seth Schram, Administrative Director.

Above motion #12 was moved by Mrs. Franklin-Becker and seconded by Mrs. Moore.
Membership Polled. All in Favor. Motion Carried.

The Joint Operating Committee all expressed their appreciation to Mr. Schram for his dedicated work, leadership and vision and wished him the best on his retirement.

Meeting adjourned at 7:07 p.m.

Respectfully submitted,

Marilyn Monastero
Secretary

LOCAL ADVISORY COMMITTEE 2021-2022 School Year

Bernadette Billetta	-	Health Care – Retired
James Sayre, Jr.	-	Automotive – G. L. Sayre
James Williams	-	Business – Assets Inc.
Vince Console	-	Construction - ABC
Cindy Serratore	-	Early Childhood Education
Vince Krout	-	Construction - Grainger
Kathleen Candelore	-	Business/Industry
Kendall Glouner	-	Business/Industry
Kathy Bello	-	Education – Retired
Shawn Murray	-	Education/Culinary
Donna Lorenz	-	Healthcare
David Huot	-	Landscaping – Brightview
Emily Weiser	-	Early Childhood Education
John DiMino	-	Collision Repair
Rosemary Fatnassi	-	Cosmetology
Mike Melnyk	-	Automotive Technology
Vince DelGrosso	-	Collision Repair
Andrew Schaeffer	-	Networking
Maureen Morales	-	Early Childhood
Emily Weiser	-	Early Childhood

Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	First Reading

Purpose

The goal of the school is to enroll students in programs that meet their interests and abilities and prepare them for future education or employment opportunities.

Authority

The Joint Operating Committee shall establish requirements for admission of students that are consistent with statutes, regulations and sound educational practice and ensure the equitable treatment of all eligible students.[1][2][3][4][5][6]

Admission requirements shall be in accordance with the provisions of the Articles of Agreement.[7]

Delegation of Responsibility

The Administrative Director or designee shall be responsible to develop administrative regulations to implement this policy, including the following:

- 1. All students and parents/guardians residing in participating school districts shall be informed of the students' right to participate in vocational technical programs and courses and that students with disabilities enrolled in the school's programs are entitled to special education services and programs.[5]**
- 2. Written criteria for evaluating the admission of eligible students shall be developed and distributed.[3][5]**
- 3. Course announcements, guidance materials, and other communications shall convey the philosophy of equal access to vocational technical programs and shall include admissions criteria and procedures.[5]**
- 4. The school shall not discriminate in any way on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, handicap/disability or age with regards to the admission of students.[8][9][10]**

Legal

1. 24 P.S. 1840.1
2. 24 P.S. 1841
3. 24 P.S. 1850.1
4. 22 PA Code 339.21
5. 22 PA Code 4.31
6. 22 PA Code 4.35
7. Articles of Agreement
8. 22 PA Code 4.4
9. Pol. 103
10. Pol. 103.1

Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	First Reading

Purpose

The Joint Operating Committee operates the Central Montco Technical High School for the benefit of students who are residents in one of the participating school districts.[1][2]

Authority

The Joint Operating Committee may admit nonresident students from outside the attendance areas of participating school districts if space warrants such admission and an appropriate program can be provided.[3][4][5]

Nonresident students may be admitted upon payment of annually established tuition rates.[3][4][5]

Delegation of Responsibility

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

Transportation shall be the responsibility of the nonresident student's school district.

Legal	1. 24 P.S. 1807
	2. 24 P.S. 1841
	3. 24 P.S. 1809
	4. 24 P.S. 1847
	5. 24 P.S. 1850.1
	Pol. 103
	Pol. 103.1
	Articles of Agreement

Book	Policy Manual
tion	200 Pupils
Title	Communicable Diseases
Code	203 - NEW
Status	First Reading

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Joint Operating Committee requires that guidance and orders from state and local health officials, established Joint Operating Committee policy and administrative regulations, and Joint Operating Committee-approved health and safety plans be followed by students, parents/guardians and school staff.[1]

Guidelines

The Joint Operating Committee directs 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 PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions.[2][3][4][5]

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to the school or have a designated emergency contact come to the school to transport the student home or to an appropriate place of care. Students may return to the school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.[2][3][4]

The Joint Operating Committee directs school staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.[6][7][8]

The Administrative Director or designee shall direct that health guidelines, Joint Operating Committee-approved health and safety plans, and universal precautions designed to minimize the transmission of communicable diseases be implemented in the school.

Health Records

A comprehensive health record shall be maintained for each student enrolled in the school, in coordination with the student's school district of residence. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[5][9]

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. The school may disclose information from health records to appropriate parties in connection with an emergency when

necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Joint Operating Committee policy.[10][11][12][13][14][15]

Health Monitoring

The Joint Operating Committee directs school staff to monitor student health in accordance with applicable Joint Operating Committee policy and the Joint Operating Committee-approved health and safety plan.

A student may request an alternative method of monitoring as a religious accommodation, and designated school staff shall assess and respond to such request in accordance with applicable law, regulations and Joint Operating Committee policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.[16]

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[16][17]

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Joint Operating Committee policy.

Legal

1. 24 P.S. 1850.1
2. 28 PA Code 27.71
3. 28 PA Code 27.72
4. Pol. 204
5. Pol. 209
6. 28 PA Code 27.1
7. 28 PA Code 27.2
8. 28 PA Code 27.23
9. 24 P.S. 1402
10. 24 P.S. 1409
11. 20 U.S.C. 1232g
12. 34 CFR Part 99
13. Pol. 113.3
14. Pol. 216
15. Pol. 805
16. Pol. 103
17. Pol. 103.1
- 24 P.S. 1303a
- 22 PA Code 11.20
- 28 PA Code 23.81 et seq
- Pol. 201
- Pol. 251

Book	Policy Manual
tion	200 Pupils
Title	HIV Infection
Code	203.1
Status	First Reading

Purpose

The Joint Operating Committee is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.

This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school, except as noted in this policy.

Definitions

AIDS - Acquired Immune Deficiency Syndrome.

HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.

ected students - refers to students diagnosed as having HIV Infection, including those who are asymptomatic.

Authority

This policy shall apply to all students in all programs conducted by the school.

The Joint Operating Committee directs that the established Joint Operating Committee policies and administrative regulations relative to illnesses among students shall also apply to infected students.[1]

The Joint Operating Committee shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for attendance.

Delegation of Responsibility

The Administrative Director or designee shall be responsible for handling and releasing all information concerning HIV Infection and infected students.

All employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.[2]

Building administrators shall notify students, parents/guardians and employees about current Joint Operating Committee policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Guidelines

Attendance

Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV Infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.[2][3][4]

School authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and administrative regulations established for students with chronic health problems and students with disabilities.

When an infected student's parent/guardian voluntarily discloses information regarding the student's condition, the employee who receives the information shall obtain the written consent of the parent/guardian to disclose the information to members of the Screening Team.[5]

A Screening Team comprised of the Administrative Director or designee, building administrator, school nurse, school physician, student's parents/guardians, and attending physician shall evaluate the infected student's educational placement. **Placement decisions shall be based on the student's need for accommodations or services.**

First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.[6][7]

An infected student may be excused from attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.[1][6][8]

An infected student's placement shall be reassessed if there is a change in the student's need for accommodations or services.

Confidentiality

Employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[5]

All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.[5][9]

Infection Control

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the Administrative Director or designee of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.

The school shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.

Staff Development

The school shall provide opportunities for employees to participate in inservice education on HIV Infection.

signated employees shall receive additional, specialized training appropriate to their positions and responsibilities.

Legal

1. Pol. 204
2. Pol. 103
3. 24 P.S. 1327
4. Pol. 103.1
5. 35 P.S. 7607
6. 24 P.S. 1329
7. 22 PA Code 11.25
8. 24 P.S. 1330
9. 24 P.S. 1409
- 24 P.S. 1301
- 35 P.S. 7601 et seq

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	First Reading

Purpose

The Joint Operating Committee recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Joint Operating Committee requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized school staff in accordance with applicable laws and regulations, Joint Operating Committee policy and administrative regulations.[2][3][4][5][6][7]

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than eight (8) years age, until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, **compulsory school age** shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

Delegation of Responsibility

The Administrative Director or designee shall annually notify students, persons in parental relation, staff, participating school districts, and local children and youth agency and/or local magisterial district judges about the school's attendance policy by publishing such policy in student handbooks and newsletters, on the school website and through other efficient communication methods.[1]

The Administrative Director or designee shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Administrative Director or designee, in coordination with the building administrator, shall be responsible for the implementation and enforcement of this policy.

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

1. **Govern the maintenance of attendance records in accordance with law.**[11][12]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the magisterial district judge.
4. **Ensure that students legally absent have an opportunity to make up work.**

Guidelines

Compulsory School Attendance Requirements

School staff shall coordinate with a student's school district of residence to ensure students comply with the requirements for compulsory school attendance.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Joint Operating Committee; 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; or the student's placement is in the home.[2][5][13][14][15][16]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from the school:

1. Illness, including if a student is dismissed by designated school staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
3. Quarantine.
4. **Family emergency.**

5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[6]
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse prior to being excused from school.
10. **Observance of a religious holiday** observed by a bona fide religious group, upon prior written request from the person in parental relation.[17]
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:[6][18]
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
 - b. The student's participation has been approved by the Administrative Director and/or Superintendent of the student's district of residence, or their designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation, the Administrative Director and/or Superintendent of the student's district of residence, or their designee.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[3][6][19]

The school may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at the school:

1. Students receiving tutorial instruction in a field not offered in the school's curricula from a properly qualified tutor approved by the Administrative Director, when the excusal does not interfere with the student's regular program of studies.[5][13]
2. **Students participating in a religious instruction program**, if the following conditions are met:[17][20]
 - a. The person in parental relation submits a **written request** for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

- b. The student shall not miss **more than thirty-six (36) hours per school year** in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. 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.[16]

Parental Notice of Absence -

Absences shall be treated as unexcused until the school receives a written excuse explaining the absence, to be submitted within

three (3)

five (5)

(other) _____

days of absence.

A maximum of

eight (8)

ten (10)

(other) Follow sending school district absence policy._____

days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond

eight (8)

ten (10)

(other) Follow sending school district absence policy._____

cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[9].

Parental Notification -

School staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance requirements is the responsibility of the sending district with ITHS staff collaboration.

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, school staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[21]

The notice shall:[21]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[21]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, school staff shall offer a School Attendance Improvement Conference.[21]

School Attendance Improvement Conference (SAIC) - A CMTHS representative may attend if requested by the sending district.

School staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[21]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the SAIC:[9]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[21]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate school staff.[21]

The school may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[22]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, school staff:[22]

1. Shall refer the student to:

- a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the magisterial district judge against the person in parental relation who resides in the same household as the student.[22]

When a student fifteen (15) years of age or older is habitually truant, school staff shall:[22]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

School staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[22]

Regardless of age, when school staff refer a habitually truant student to the local children and youth agency or file a citation with the magisterial district judge, school staff shall provide verification that the school held a SAIC.[22]

Filing a Citation -

A citation shall be filed in the office of the magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[23]

ditional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[23]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Administrative Director shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.[15][24][25][26]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.[15][24][26]

Discipline

The school shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[21]

Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 1332
12. 24 P.S. 1339
13. 22 PA Code 11.22
14. 22 PA Code 11.28
15. Pol. 113
16. 22 PA Code 11.34
17. 22 PA Code 11.21
18. 22 PA Code 11.26
19. Pol. 251
20. 24 P.S. 1546
21. 24 P.S. 1333
22. 24 P.S. 1333.1
23. 24 P.S. 1333.2
24. Pol. 103.1
25. Pol. 113.3
- 24 P.S. 1333.3
- 22 PA Code 11.8
- 22 PA Code 11.24

Book	Policy Manual
tion	200 Pupils
Title	Assignment to Programs
Code	206
Status	First Reading

Authority

The Joint Operating Committee directs that the assignment of students to programs provided by the school be consistent with the educational needs of the students and the efficient use of the resources of the school. In assigning students to programs within the school, no discrimination shall occur.[1][2][3][4]

Delegation of Responsibility

The Administrative Director or designee shall assign students to vocational technical programs.

Legal	1. 24 P.S. 1310
	2. 24 P.S. 1850.1
	3. Pol. 103
	4. Pol. 103.1
	22 PA Code 4.31
	Articles of Agreement

Book	Policy Manual
Section	200 Pupils
Title	Confidential Communications of Students
Code	207
Status	First Reading

Purpose

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

Authority

The Joint Operating Committee directs personnel to comply with all federal and state laws and regulations and Joint Operating Committee policy and administrative regulations concerning confidential communications of students.[1]

Guidelines

Information received in confidence from a student may be revealed to the student's parent/guardian, building administrator or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other person clearly is in jeopardy.[2]

Use of a student's confidential communications to school personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.[2][3][4]

Delegation of Responsibility

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

In qualifying circumstances, the Administrative Director may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel.

Legal	1. 24 P.S. 1850.1
	2. 22 PA Code 12.12
	3. 42 Pa. C.S.A. 5945
	4. 42 Pa. C.S.A. 8337

Book	Policy Manual
.tion	200 Pupils
Title	Withdrawal From School
Code	208
Status	First Reading

Purpose

The Joint Operating Committee affirms that even though law requires attendance of only students of compulsory school age, 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][5]

Authority

The Joint Operating Committee directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. School 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.

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to facilitate a student's withdrawal from the school.

Guidelines

The following items are a collaborative effort between CMTHS staff and sending district staff:

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 to define educational and life goals and develop a plan for achieving those goals.

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

The building administrator shall ensure the timely return of all supplies and equipment provided by the school in the possession of the student.

Legal

1. 24 P.S. 1326
 2. 24 P.S. 1327
 3. 22 PA Code 11.13
 4. 22 PA Code 12.1
 5. Pol. 204
- 34 CFR Part 668
- Pol. 205

Book	Policy Manual
Population	200 Pupils
Title	Food Allergy Management
Code	209.1 - NEW
Status	First Reading

Purpose

The Joint Operating Committee 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 the school 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 Joint Operating Committee 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 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 a 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 admission of a student into the school 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 at the student's school district of residence or by the ~~school nurse~~ Emergency Medical Nurse at the school, in collaboration with the school district of residence, 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 the school's 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 at the school district of residence and/or at the school by the ~~school nurse~~ Emergency Medical 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 school shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[2][3]

The school 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 school 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 school shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. School staff shall maintain the confidentiality of student records as required by law, regulations and Joint Operating Committee policy.[7][8]

Delegation of Responsibility

The Administrative Director 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 schools, including all classrooms and instructional areas, cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.[9][10][11][12]

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.[13]
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.[10]
5. Communication and confidentiality.[7][8]
6. Emergency response.[14]

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

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. 113.3
8. Pol. 216
9. Pol. 121
10. Pol. 246
11. Pol. 808
12. Pol. 810
13. Pol. 146
14. Pol. 805
- 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
- 45 CFR Part 80 App B
- 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

Book	Policy Manual
tion	200 Pupils
Title	Diabetes Management
Code	209.2 - NEW
Status	First Reading

Purpose

The Joint Operating Committee recognizes that an effective program of diabetes management in the 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 Joint Operating Committee adopts this policy in accordance with applicable state and federal laws and regulations, and Joint Operating Committee policies and administrative regulations, regarding the provision of student health services.[1][2][3][4][5][6][7][8]

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 school 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 the school, in transit to and from the 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 school'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 Joint Operating Committee policy, school procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[1][3][4][5][7][8]

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][9][10]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[11][12][14]

Trained Diabetes Personnel

The ~~school nurse~~ Emergency Medical Nurse, in consultation with the Administrative Director or designee, may identify at least one (1) school employee, who is not the ~~school nurse~~ Emergency Medical 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 Joint Operating Committee 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 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 Joint Operating Committee shall require the following:[3][14]

1. The 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 school 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~~ Emergency Medical Nurse that the student has demonstrated that s/he is capable of self-administration of the medication 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 the

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 Joint Operating Committee policy and applicable procedural safeguards.[1][3][9][15][16]

If the school 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 school 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~~ Emergency Medical Nurse and other designated employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[3]

Delegation of Responsibility

The Administrative Director or designee, in conjunction with the ~~school nurse(s)~~ Emergency Medical Nurse, shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Administrative Director or designee shall coordinate training for school employees. Such training may be included in the school's Professional Education Plan.[4][17][18]

The Administrative Director or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[15][19]

Legal

1. Pol. 103.1
2. 24 P.S. 1401
3. 24 P.S. 1414.5
4. 24 P.S. 1414.3
5. 24 P.S. 1414.4
6. 24 P.S. 1414.7
7. Pol. 113
8. Pol. 209.1
9. Pol. 113.1
10. Pol. 810
11. 24 P.S. 1409
12. Pol. 216
13. Pol. 113.3
14. 22 PA Code 12.41
15. Pol. 218
16. Pol. 227
17. Pol. 100
18. Pol. 333
19. 22 PA Code 12.3
- 24 P.S. 1850.1
- Pol. 210

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Book	Policy Manual
Section	200 Pupils
Title	Medications
Code	210
Status	First Reading

Purpose

The Joint Operating Committee 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 failure to take such medicine would jeopardize the health of the student or 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 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.

Authority

The Joint Operating Committee directs all school 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 Joint Operating Committee shall require the written request of the parent/guardian, giving permission for such administration.[1][2].

Delegation of Responsibility

The Administrative Director or designee, in conjunction with the ~~Certified School Nurse (CSN) Emergency Medical Nurse~~, shall develop administrative regulations for the administration and self-administration of students' medications.

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

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

The ~~Certified School Nurse~~ Emergency Medical Nurse shall collaborate with parents/guardians, school 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~~ Emergency Medical Nurse, school physician, school dentist, designated administrators and revised as necessary.

Guidelines

The school 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.

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 Joint Operating Committee policy.[8][9]

Delivery and Storage of Medications

All medication shall be brought to the ~~nurse's~~ Emergency Medical Nurse's office, or the main office if the ~~nurse~~ Emergency Medical 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 school 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.

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~~ Emergency Medical 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 school 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~~ Emergency Medical Nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the ~~nurse~~ Emergency Medical Nurse and responsible behavior.

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

The student shall notify the ~~school nurse~~ Emergency Medical 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 Joint Operating Committee 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~~ Emergency Medical Nurse, 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'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.

Legal

1. 24 P.S. 1850.1
2. 22 PA Code 12.41
3. 42 Pa. C.S.A. 8337.1
4. Pol. 103.1
5. Pol. 113
6. 24 P.S. 1409
7. Pol. 216
8. 24 P.S. 1414.1
9. Pol. 210.1
10. Pol. 121
- 24 P.S. 1401
- 24 P.S. 1402

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

210-Attach.doc (42 KB)

Book	Policy Manual
Section	200 Pupils
Title	Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
Code	210.1 - NEW
Status	First Reading

Authority

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

The Joint Operating Committee shall authorize the school to stock epinephrine auto-injectors in the name of the school for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.[3]

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

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.[4]

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

Delegation of Responsibility

The Administrative Director or designee, in conjunction with the ~~school nurse(s)~~ Emergency Medical Nurse, shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.

The Administrative Director or designee shall annually distribute to students, parents/guardians, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the school's website, and through posted notices and other efficient methods.[1][5][6]

The school physician shall be the prescribing and supervising medical professional for the school's stocking and use of epinephrine auto-injectors. The Administrative Director or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

The ~~school nurse~~ Emergency Medical Nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.[3]

The building administrator shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the school's exemption form to the ~~school nurse~~ Emergency Medical Nurse. The signed opt-out forms shall be maintained by the ~~school nurse~~ Emergency Medical Nurse, and the ~~school nurse~~ Emergency Medical Nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.[3]

Guidelines

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Joint Operating Committee policy, school procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).[2][3][Z][8][9][10]

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.[2][8][11][12][13][14]

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

Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors

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

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 school 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.
4. A written acknowledgement from the ~~school nurse~~ Emergency Medical Nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible

behavior.[1]

5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

The school 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. 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 licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.[1]

The student shall notify the ~~school nurse~~ Emergency Medical Nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.[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 the 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 asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Joint Operating Committee policy and applicable procedural safeguards.[1][2][6][15][16]

If the school 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 ~~school nurse~~ Emergency Medical Nurse, other designated school employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[1]

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Administrative Director's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within ~~each~~ the school building where students are in attendance to be responsible for the storage and use of the stock epinephrine auto-injectors.[3]

Stock epinephrine auto-injectors shall be safely stored in the ~~school nurse's~~ Emergency Medical Nurse's office or other location designated by the ~~school nurse~~ Emergency Medical Nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the ~~school nurse's~~ Emergency Medical Nurse's office or other location.

The ~~school nurse~~ Emergency Medical Nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The ~~school nurse~~ Emergency Medical Nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:[3][17][18][19][20]

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the school. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the school for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the ~~school nurse~~ Emergency Medical Nurse or designee of the incident.

Training

Before any school employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.[3]

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school employees who successfully complete such training shall be maintained, updated and ~~it~~ in the ~~school nurse's~~ Emergency Medical Nurse's office and the school administration office.

Indemnification

The school shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply: [3] [21] [22] [23].

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

Legal

1. 24 P.S. 1414.1
2. Pol. 103.1
3. 24 P.S. 1414.2
4. 24 P.S. 1401
5. 22 PA Code 12.3
6. Pol. 218
7. 22 PA Code 12.41
8. Pol. 113
9. Pol. 209.1
10. Pol. 210
11. 24 P.S. 1409
12. Pol. 216
13. Pol. 810
14. Pol. 113.3
15. Pol. 113.1
16. Pol. 227
17. 42 Pa. C.S.A. 8332
18. 42 Pa. C.S.A. 8337.1
19. 42 Pa. C.S.A. 8541
20. 42 Pa. C.S.A. 8545
21. 24 P.S. 1414.9
22. 42 Pa. C.S.A. 8547
23. 42 Pa. C.S.A. 8548

Pennsylvania Department of Health Guidance - Epinephrine Auto-Injector Administration, May 2018

Book	Policy Manual
Classification	200 Pupils
Title	Reporting Student Progress
Code	212
Status	First Reading

Purpose

The Joint Operating Committee recognizes that communication between the school and home is a vital component in the growth and education of each student. The Joint Operating Committee acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress.[1]

Authority

The Joint Operating Committee directs that the school's instructional program shall include a system of measuring all students' academic progress.[2][3]

The Joint Operating Committee directs the Administrative Director to establish a system of reporting student progress that includes academic progress reports, grade reports, and parent/guardian conferences with teachers.[4]

Delegation of Responsibility

The Administrative Director or designee, in cooperation with appropriate staff members, shall develop administrative regulations for reporting student progress to parents/guardians.

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.[5][6]

Guidelines

Various methods of reporting shall be utilized.

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

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

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

Legal

1. Pol. 216
 2. 22 PA Code 4.11
 3. Pol. 127
 4. 24 P.S. 1850.1
 5. 24 P.S. 1531
 6. 24 P.S. 1532
- Pol. 102
- Pol. 138

FIELD TRIP REQUEST FORM

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**
 Request form must be submitted four (4) weeks prior to the event.

Today's Date: 10/26/21 Date of Trip: 11/18/21 Instructor making request: Troy Madden

Destination: Bucks County Technical High School

Destination address: 610 Wistar Road, Fairless Hills, PA

Destination Telephone # and Contact Person: _____

Names of Chaperones: _____ Substitute Needed? _____ No. students participating: 30

Sandy Brower Yes No Session: A.M. P.M. Both

Troy Madden Yes No

_____ Yes No Leave 8:00 AM Return 5:00 PM

Transportation: School Van School Bus Chartered Bus Airline

Describe how students are selected for participation:

The over school-wide officers and class presidents.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

The purpose is for leadership training for our emerging leaders in the school.

Source of Funding:

Budgeted General Funds \$ 1000 Youth Club Fund Raising \$ _____

Grant \$ _____ Individual Class Account \$ _____

Troy Madden

Instructor's Signature

[Signature]

Supervisor's Signature

[Signature]

Director's Signature

11-3-21

J.O.C. Approval Date

Permission Slips Given to Instructor: _____ Date: 10-26-21 Date Returned: _____

Bus: Metz Date Ordered: 10-26-21

Contact Person: Wilson Cost: \$475.00

