

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of April 8, 2019

A. Opening

1. Call to Order: Mr. Craig Allen, President, called the meeting to order at 7:01 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Harry Brungard, Mr. John Pecchia, Mrs. Michelle Stemler, Mrs. Karen Stover, Mr. Merrill Sweitzer, Mrs. Kelley Wasson and Dr. Jill Wenrich, Superintendent

Others Present: Christopher Kenyon, Esq., Solicitor, Mr. Benjamin Enders, Board Secretary and Dr. Kenneth Dady, Assistant Superintendent.

Members Absent: Mr. Christopher Fravel and Mrs. Mary Thomas

3. Pledge of Allegiance Led by Kaylie Evans and Uriah Johnson-Tome, students representing Jersey Shore Area Middle School.

B. Presentations

1. Communications:

- a. 89 Middle School FBLA students competed at the Regional Leadership Conference at Penn College in Williamsport on Wednesday, March 27, 2019. 52 JS Middle School students placed in the top five of their event in the entire region.
- b. Cyber Charter/Charter School Informational flyer created by JSASD Administration.

2. President's Report: None

3. Student Representative Report: None

4. Intermediate Unit Report: None

5. Superintendent's Report:

- a. Recognition of Girls Basketball State Qualifiers - Jill Wenrich
- b. Special Education Plan - Peg Leedy
- c. Sheltering MOU between Jersey Shore Area School District and Crossroads Church at first read – Ken Dady
- d. Board Meetings, Live Feed Change - Technology Staff
- e. Budget Overviews:
 - o Elementary
 - o Middle School
 - o High School/Career & Technical
 - o Technology
 - o Plant Operation and Maintenance
 - o Athletics
- f. Policy 618 - Student Activity Funds at first read - Jill Wenrich (Attachment)
- g. Policy 209.2 - Diabetes Management at first read Jill Wenrich (Attachment)
- h. Policy 222 - Tobacco/Nicotine at first read Jill Wenrich (Attachment)

C. Courtesy of the Floor on Agenda Items: None

K. Executive Session: An executive session was held for personnel issues starting at 8:27 p.m. after which business was conducted.

Meeting resumed at 8:56 p.m.

Motion: A motion was made by Kelley Wasson and seconded by Karen Stover to add addendum items D. 1. l and m to the Agenda:

D.1. Personnel Items:

- l. appointment of Mallory Myers to the position of Middle School/High School Guidance Counselor at step M12 of the JSAEA contract, \$67,500.00, effective beginning the 2019-2020 school year.
- m. approval of Derrick Palski as a volunteer Boy's Tennis coach, effective April 9, 2019.

The vote was a unanimous yes. Motion carried.

D. Personnel

1. Personnel Items:

Motion: A motion was made by John Pecchia and seconded by Merrill Sweitzer to approve Personnel items a-k and m as listed on the Agenda and addendum and to have a roll call vote for item l:

- a. the retention of the following winter sport head coaches and sports as listed for the 2019-2020 school year:

Scott Munro	Varsity Boys Basketball
Darrin Bischof	Varsity Girls Basketball
Jenna Brooks	Varsity Swimming
Dave Herman	Varsity Wrestling
Heather Griffis	Varsity Cheerleading

- b. accepting a letter of resignation from Mindy Gunn, Jersey Shore Area Elementary 10 month secretary, effective April 5, 2019.
- c. accepting a letter of retirement from Kathy Conklin, School Nurse Aide with 5 years of service, effective the last day of the 2018-2019 school year.
- d. accepting a letter of resignation from Mindy Gunn as the Assistant Middle School Track and Field coach, effective April 4, 2019.
- e. accepting a letter of resignation from Urie Kline, as a High School Band Front Advisor, effective April 9, 2019.
- f. accepting a letter of resignation from Courtney Maines, as a part time Food Service employee at the Middle School, effective March 29, 2019.
- g. appointment of Joshus Ely as Assistant Middle School Track and Field coach, at a stipend of \$1684.80, prorated for the 2018-19 season (level 3 of the coaches' salary matrix), effective April 9, 2019.

- h. appointment of Jodi del Rosario as a Paraprofessional at Jersey Shore Area Elementary School, effective April 9, 2019, at an annual salary of \$16,438.00, prorated for the 2018-2019 school year.
- i. appointment of Calen Ulmer as a paid Auxiliary staff member for the Sports program, effective April 9, 2019.
- j. reassignment of Jeremy Grove as a half time Assistant Varsity Baseball Coach at a stipend of \$1218.15, prorated for the 2018-2019 season, (1/2 level 3 of the coaches' salary matrix), effective April 9, 2019.
- k. appointment of Clifton Strayer as half time Assistant Varsity Baseball Coach at a stipend of \$1218.15, prorated for the 2018-2019 season, (1/2 level 3 of the coaches' salary matrix), effective April 9, 2019.
- m. approval of Derrick Palski as a volunteer Boy's Tennis coach, effective April 9, 2019.

The vote was a unanimous yes. Motion carried.

- l. appointment of Mallory Myers to the position of Middle School/High School Guidance Counselor at step M12 of the JSAEA contract, \$67,500.00, effective beginning the 2019-2020 school year.

The vote was as listed below:

Craig Allen	Yes	Harry Brungard	No
John Pecchia	No	Michelle Stemler	No
Karen Stover	Yes	Merrill Sweitzer	Yes
Kelley Wasson	Yes		

The vote was 4 – yes and 3 – no. Motion not carried.

E. Curriculum and Instruction: None

F. Building and Grounds: None

G. Finance: None

H. Miscellaneous:

1. Miscellaneous Items

Motion: A motion was made by Harry Brungard and seconded by Merrill Sweitzer to approve the following Miscellaneous items as listed on the Agenda:

- a. student 18-19-3 to complete their senior year at Jersey Shore Area School District in accordance with Board Policy 202.
- b. student 18-19-4 to complete their senior year at Jersey Shore Area School District in accordance with Board Policy 202.
- c. a 2 year Referral Agreement between Crossroads Counseling, Inc. and Jersey Shore Area School District. (Attachment)

The vote was a unanimous Yes. Motion carried.

I. Old Business:

- a. Graduation Policy Review - Policy to be on the April 22, 2019 agenda for a first reading.

J. Courtesy of the Floor on Items not on the Agenda:

Cathy Eisner-Piatt Twp. – commented on furloughs, graduation project, Band coats and uniforms.

K. Executive Session: An executive session was held for personnel and legal issues starting at 9:11 p.m. after which no business was conducted.

Meeting resumed at 11:14 p.m.

L. Adjournment

The April 8, 2019 Regular Board Meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Benjamin J. Enders
Board Secretary



Book	Board Policy Manual
Section	200 Pupils
Title	Diabetes Management
Code	209.2
Status	
Legal	<ol style="list-style-type: none">1. Pol. 103.1 - Nondiscrimination-Qualified Students with Disabilities2. 24 P.S. 14013. 24 P.S. 1414.54. 24 P.S. 1414.35. 24 P.S. 1414.46. 24 P.S. 1414.77. Pol. 113 - Special Education8. Pol. 209 - Health Examinations/Screenings9. Pol. 209.1 - Food Allergy Management10. Pol. 113.1 - Discipline of Students with Disabilities11. Pol. 810 - Transportation12. 24 P.S. 140913. Pol. 216 - Student Records14. Pol. 113.4 - Confidentiality of Special Education Student Information15. 22 PA Code 12.4116. Pol. 218 - Student Discipline17. Pol. 227 - Controlled Substances/Paraphenalia18. Pol. 100 - Strategic Plan19. Pol. 333 - Professional Development20. 22 PA Code 12.324 P.S. 510Pol. 210 - Medications

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 and school sponsored 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, which may include 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 and use of the monitoring equipment.
 4. A written acknowledgement from the student and/or guardian that 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]

Last Modified by Pamela M Copenhaver on March 27, 2019

JERSEY SHORE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

209.2-AR-0. DIABETES MANAGEMENT

The implementation of an effective Diabetes Management Program is essential for students with diabetes to safely and fully participate in school and school-sponsored activities.

The care and treatment of each student with diabetes will vary based on his/her need for accommodations and services. Cooperation and collaboration among members of the school health team and the student's personal health care team is essential to successfully implementing the provisions of the student's health care and education plans, and to provide the necessary assistance in school and at school-sponsored activities.

Use the following link to access the Pennsylvania Department of Health's comprehensive [Diabetes in School Children: Recommendations and Resource Guide for School Personnel 2016](#), to assist in the implementation and maintenance of an effective Diabetes Management Program in school.

JERSEY SHORE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

209.2-AR-1 – Medication Self Administration Authorization - Diabetes

A new packet must be completed at the start of each school year

Packet Completion Checklist

_____ Completed *Administration of Medications to Students form – Physician Certification* (requires Physician completion and signature).

_____ Completed *Permission Form for Students to Self-Administer Medication* (requires parent/guardian signature).

_____ Written treatment plan for the condition prepared and supplied by physician (requires physician signature).

_____ Written plan of action for addressing emergency situations that could reasonably be anticipated as a consequence of taking insulin.

_____ The *medication Self-Administration Skills Checklist* completed by the school nurse.

The JSASD follows the belief set forth by the American Diabetes Association (ADA) that it is best for the student with Diabetes to monitor blood glucose levels and respond to the results as quickly and conveniently as possible. This is important to avoid medical problems being worsened by a delay in monitoring and treatment and to minimize loss of instruction time within the classroom. As recommended by the ADA, many high school aged students are able to provide self-care depending on the length of diagnosis and level of maturity but will always need help when experiencing severe hypoglycemia. Since this is a lifelong disease, independence in older children should be encouraged to enable the child to make decisions about their own care.

The JSASD provides for a student to possess the required equipment, perform and self-administer glucose checks and insulin completely independent of the school nurse office providing the following criteria are met:

- 1: A licensed physician prescribed the procedure and medication for use by the student and instructed such student in the correct and responsible use of the medication.
- 2: The student has demonstrated to the student's licensed physician, designee, and the school nurse, the necessary skill to administer medication and proper use of devices needed to check blood sugar and administer medication.
3. The student's physician has signed a written treatment plan for managing the student's Diabetes and for the medication for use by the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan.
4. The student's parent/guardian has completed and submitted the written permission form for student to self-administer medication.
5. The student's parent or guardian has signed a statement acknowledging that the school district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student. Such statement does not release the school district or its employees from liability for negligence.

**Administration of Medication to Students
(Physician Certification)**

I certify that I am a licensed physician authorized by law to prescribe medication.

I have prescribed _____ (procedures and
medication) for _____ (student's full name) to
treat/manage _____ (Condition).

I further certify that (initial all that apply):

_____ I have attached a treatment plan for managing the student's condition.

_____ I have instructed the student in the correct and responsible use of
medication.

_____ The student is capable of self-administering medication in accordance
with the treatment plan and has demonstrated to me or my designee the
skill level necessary to self-administer medication.

Print Name of Physician

Signature of Physician

Date

Phone: _____ Fax: _____

Address: _____

City/State: _____ Zip _____

**Glucose checks and Insulin Administration
Permission Form for Student to Self-Administer Medication**

I hereby certify as follows:

I, _____ the parent/guardian of
_____ a student in the Jersey Shore Area School District, am legally authorized to make educational and health care decisions for the student. I hereby give my permission for the student to self-administer insulin and to retain such medication in his/her own possession. This permission shall be effective for the current school year and must be renewed each school year. I have provided the district with a written medical history of the student's experience with his/her Diabetes, a treatment plan prepared by the physician, and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the insulin and having Diabetes.

I have provided the district with written certification from the physician stating that the student has insulin dependent Diabetes and is capable of, has been instructed in, and has demonstrated to the physician or designee the proper method of self-administration of insulin in school until the school nurse observes the student's technique.

I understand that the district and its employees or agents may disclose information provided in accordance with the foregoing paragraphs to administrators, nurses, teachers, and other district employees as may be necessary to protect the health of the student and to establish that the student has been authorized to self-administer medication. I understand the district shall incur no liability for the disclosure of such information.

I understand that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medications by the student, absent any negligence by the district, its employees or agents. I shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

I understand that this permission form is effective for the school year for which it is granted, and that a new permission form and supporting documentation as described above must be submitted for each school year.

Signature of Parent/Guardian _____ Date _____

Student Name _____ Grade _____ School Year _____

Student Medication Self-Administration Skills Checklist

Student _____ Age _____ Grade _____

School Nurse Signature _____

(Signature signifies school nurse has observed student satisfactorily demonstrating the proper technique for self-administration of the following procedures/medications:

Student identifies rules for safe self-administration of medication:

_____ Requires supervision _____ Performs independently

1. Indicates student will not share medication with others.
2. Indicates will not take someone else's medication.
3. Verbalizes the correct medication per glucose reading and carbohydrate count.

Student performs the necessary sanitary procedures before administration of medication:

_____ Requires supervision _____ Performs independently

1. Washes or cleans hands.
2. Obtains clean equipment needed for glucose checks and taking of medication, if indicated.

Student identifies or is able to recognize the need to follow any special instructions that may arise connected with particular medications (counting of carbohydrates after eating or required amount of carbohydrates needed to raise blood glucose):

_____ Requires supervision _____ Performs independently

Student identifies correctly when to administer medication:

_____ Requires supervision _____ Performs independently

Student removes the specific amount of insulin for that particular administration time or correctly uses insulin pump to obtain correct amount of insulin:

_____ Requires supervision _____ Performs independently

Student takes the medication using proper technique:

_____ Requires supervision _____ Performs independently

Student performs the necessary sanitary procedures after administration of medications:

_____ Requires supervision _____ Performs independently

1. Disposing or cleaning used utensils and containers.
2. Disposing of lancets, strips, needles, and any other materials exposed to blood either in the health office or container to be taken home and disposed of nightly.

Student will verbalize knowledge and agree to comply with OSHA's *Standard Precautions*:

_____ Requires supervision _____ Performs independently

Student identified how to keep track of medication, doses remaining, and when to alert parents for medical refills:

_____ Requires supervision _____ Performs independently



Book	Board Policy Manual
Section	200 Pupils
Title	Tobacco/Nicotine
Code	222
Status	
Legal	<ul style="list-style-type: none">1. 35 P.S. 1223.52. 18 Pa. C.S.A. 63053. 20 U.S.C. 71834. 20 U.S.C. 1400 et seq5. 22 PA Code 10.236. Pol. 103.1 - Nondiscrimination - Qualified Students with Disabilities7. Pol. 113.1 - Discipline of Students with Disabilities8. Pol. 113.2 - Behavior Support9. Pol. 805.1 - Relations with Law Enforcement Agencies10. 22 PA Code 10.211. 22 PA Code 10.2512. 24 P.S. 1303-A13. 22 PA Code 10.2214. 24 P.S. 1302.1-A15. 18 Pa. C.S.A. 6306.124 P.S. 51020 U.S.C. 711420 U.S.C. 711820 U.S.C. 7181 et seq34 CFR Part 300
Adopted	December 6, 2010
Last Revised	May 22, 2017

Purpose

The Board recognizes that tobacco, **nicotine and nicotine delivery products** present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definitions

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, **cigarillo, little cigar**, pipe or other smoking product or material and smokeless tobacco in any form **including chewing tobacco, snuff, dip or dissolvable tobacco pieces.**[\[1\]](#)

~~Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and/or other chemicals by turning the substance into a vapor that is inhaled by the user.~~

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits possession, use or sale of tobacco, **nicotine and nicotine delivery products** by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board **also** prohibits possession, use or sale of tobacco, **nicotine and nicotine delivery products** by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall notify students, parents/guardians and staff about the **Board's tobacco/nicotine** policy by publishing **information** in student handbooks, parental newsletters, **posters**, and **by** other efficient methods, **such as posted notices, signs and on the district website.**[\[1\]](#)

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, **nicotine or nicotine delivery products** immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[9\]](#)[\[10\]](#)[\[11\]](#)

~~In accordance with state law, t~~The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, **nicotine and nicotine delivery products** by students to the Office for Safe Schools on the required form.[\[9\]](#)[\[12\]](#)

Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the **school police, school resource officer (SRO) or to the** local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[9][10][12][13][14]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted **by the court** to alternative adjudication in lieu of imposition of a fine.[15]

PSBA Revision 12/18 © 2018 PSBA

Last Modified by Pamela M Copenhaver on March 27, 2019

JERSEY SHORE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

222-AR-0. TOBACCO/NICOTINE

Board policy prohibits students from possessing, using or selling tobacco, nicotine and nicotine delivery products at any time in a school building; on any property, buses, vans and vehicles owned, leased or controlled by the school district; and at school-sponsored activities that are held off school property.

Tobacco is defined as a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.

Nicotine is defined as a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

Nicotine delivery product is defined as a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Prohibition of the possession, use and sale of tobacco, nicotine or nicotine delivery products by students applies during normal school hours, as well as during school activities at other hours that take place in buildings and on buses and property owned, leased or controlled by the school district. This policy will apply at all times a student is subject to the supervision of designated school staff, such as any school function, extracurricular event, field trip, work-study program and other school-related activities.

District schools will maintain a tobacco-free and nicotine-free environment by taking positive action through educating students in the classroom on the health and safety hazards of using tobacco, nicotine and nicotine delivery products; counseling individual students when necessary and appropriate; and communicating Board policy and administrative regulations with staff, students, parents/guardians and the community.

School counselors will provide interested students with information regarding available smoking cessation programs.

222-AR-0. TOBACCO/NICOTINE - Pg. 2

Notices prohibiting possession, use and sale of tobacco, nicotine and nicotine delivery products will be posted in district buildings and on district property.

District publications such as the Code of Student Conduct, student handbooks, district mailings, parental newsletters, and programs for events will include notice of the Tobacco/Nicotine policy.

Procedure

District administrators and staff will be responsible to ensure that students adhere to the adopted Board policy prohibiting student possession, use and sale of tobacco, nicotine and nicotine delivery products. Violations will be in accordance with the following procedure:

1. All district employees will be required to report suspected possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the designated building administrator.
2. The administrator will investigate the alleged violation of Board policy.
3. If the administrator determines the student has violated Board policy, the administrator will confiscate the material and determine the appropriate disciplinary action to be assigned, in accordance with the Code of Student Conduct.
4. Parents/Guardians will be notified of the student's offense and the disciplinary action taken by the administrator.
5. A record of the offense and the disciplinary action will be placed in the student's records.
6. The student may be referred to a guidance counselor, school nurse, Student Assistance Program (SAP) Team, or other health or counseling services for health information or referral for smoking cessation.
7. The administrator will report the offense to the school police, school resource officer (SRO), or the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

JERSEY SHORE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

222-AR-1. TOBACCO USE VIOLATION PARENTAL NOTIFICATION

Dear _____:
(Parent/Guardian)

This letter is to inform you that _____ was cited on
(Student's Name)

_____ for violation of School Board Policy #222 Tobacco Use and the state law
(Date)

controlling possession and use of tobacco by school students. This violation occurred at
_____.
(Place of Violation)

The following disciplinary action has been assigned to the student, in accordance with the Code of Student Conduct:

If you have any questions regarding this matter, please contact me.

Sincerely,

Building Administrator



Book	Board Policy Manual
Section	600 Finances
Title	Student Activity Funds
Code	618
Status	
Legal	1. 24 P.S. 511 2. Pol. 811 - Bonding 3. 24 P.S. 440.1 4. 24 P.S. 623 5. Pol. 608 - Bank Accounts 6. 24 P.S. 807.1 7. Pol. 619 - District Audit
Adopted	November 21, 1983
Last Revised	September 24, 2018

Purpose

The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.

Definition

For purposes of this policy, student activity funds shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.

Authority

Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.

The building principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records. [2]

Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.

The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Administration.

Guidelines

Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.

All student activities shall be on a self-sustaining basis, except for situations approved by the Board.

Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.[3][4]

All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.[1][5]

Funds collected shall be turned in to the custodian of the fund before the end of each school day, and they shall be safeguarded until deposited as soon as possible.

Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Board.[1]

Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation. All checks shall be signed by two (2) individuals authorized to approve such disbursements.

All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.[1][6]

All funds shall be **placed in an account for specific, identifiable fundraising activities and in amounts necessary to cover the intended costs of those activities.**~~of an exchange nature, and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.~~

All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.[1]

A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.[1]

The student activity fund shall be audited annually during the district's established audit.[7]

Graduating Classes

All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift or scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

If no such commitment is made by September 1st following graduation, all remaining funds will automatically transfer to the student council account.

Last Modified by Pamela M Copenhaver on March 6, 2019

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JERSEY SHORE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

618-AR-0. STUDENT ACTIVITY FUNDS

Student activity funds are raised by student effort through approved activities; accounting records are maintained by both the organization's Student Treasurer and the district Business Manager. Funds are disbursed according to the approved activity's bylaws, following action by the student group and/or the student officers, with the approval of the faculty advisor.

Student activity funds will be used to finance a program of activities that are not part of the regular curriculum and are not funded under the district's General Fund Budget. Funds raised and/or received will be expended for purposes that benefit students, student activity groups, or the entire student body.

Student activity funds will be managed in accordance with sound business practices, including appropriate budgeting and accounting procedures and thorough audits.

Student activity funds will be audited annually by the district auditor employed by the Board.

Student groups may obligate themselves by contract for materials, equipment or services with the approval of the faculty advisor and principal, provided that legal requirements for bidding and Board policy, district administrative regulations and procedures for purchasing have been followed. Contracts presented by vendors such as musical groups, photographers, yearbook publishers, fundraising suppliers, etc., must be reviewed by the Business Manager and/or legal counsel prior to making a commitment.

Records will be maintained for each school activity account with receipts, expenditures, and encumbrances recorded. Records should include all purchase orders issued, invoices, cancelled checks, account ledger cards and expenditure vouchers.

Responsibilities

All school activity funds are under the supervision of the principals. Source records maintained within the school will be audited annually.

Faculty advisors are responsible for working with students in specific activities and for carrying out administrative regulations.

The Business Manager is responsible for the financial management of the district's student activity funds. S/He will be responsible for maintaining the records of all activity accounts, including recording all receipts and disbursements of such funds.

The Business Manager will reconcile bank accounts monthly.

The Business Manager will prepare quarterly reports on the status of all student activity accounts and will submit such reports to the Board. The reports should reflect the financial condition of the student activity fund and proof of reconciliation of the bank accounts.

Purchasing

School activity accounts are subject to state law regarding purchasing:

1. Equipment, supplies and services within the current statutory limits, must be purchased from the lowest responsible bidder after soliciting written quotations from three (3) or more firms.
2. Equipment, supplies and services purchased in excess of current statutory bid limits will be purchased through a formal bid process. General bid conditions and technical performance specifications must be prepared, public notice of formal bid must be advertised in newspapers of general circulation, and formal Board approval must be granted before expenditures are made. The Business Office will provide assistance in the formal bid process by providing standardized general conditions, advertising and specification writing.
3. For secondary level groups, a completed Expenditure Request Form must be initiated by the Student Treasurer and faculty advisor and approved by the principal. For elementary level groups, a completed Expenditure Request Form must be initiated by the faculty advisor and approved by the principal. Upon approval by the principal, a check will be issued.
4. Three (3) signatures are required for all withdrawals from checking and saving accounts.
5. Principals and faculty advisors will control purchases so that funds are available to pay suppliers promptly.
6. The name of the school activity account must be clearly identified on all purchase orders. All purchase orders will indicate approval by the student treasurer and faculty advisor.
7. The Business Office will promptly pay all bills upon receipt of approved itemized bills.

Procedures For Handling Money

Money collected for student activity accounts by students and employees will be handled following prudent business practices:

1. All money received in a school will be accounted for by use of written receipts.

618-AR-0. STUDENT ACTIVITY FUNDS - Pg. 3

2. For secondary level groups, money collected will be accounted for and prepared for deposit by the Student Treasurer, faculty advisor and principal. For elementary level groups, money collected will be accounted for and prepared for deposit by the faculty advisor and principal.
3. Collected cash and checks will be deposited promptly by the principal in the designated depository in the appropriate fund, clearly identifying the student activity account name.
4. For effective checks and balances control, the same individual will not collect the money and prepare the deposit.
5. All checks must be stamped on the backside by a school or district name, followed by the designation of "For Deposit Only" with the student activity account number.
6. Money received for any ticket sales will be reconciled with the number of pre-numbered tickets issued and sold for the activity.
7. No expenditures or payments will be made from monies collected. All obligations incurred will be paid following the processing of approved vouchers and invoices.

The district will distribute copies of the Board policy 618 and these administrative regulations to principals, group advisors and student officers of the student activity organizations.

**JERSEY SHORE
AREA
SCHOOL DISTRICT**

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

618-AR-1. EXPENDITURE REQUEST FORMS

JERSEY SHORE AREA SCHOOL DISTRICT
STUDENT ACTIVITY, TRUST AND AGENCY FUNDS
Senior High School Request for Payment Form

Vendor Name and Address: _____ Date: _____

STUDENT ACTIVITY FUNDS

Automotive Club/200	_____	F&C Science/2300	_____	Orange & Black/4000	_____
Band/300	_____	FBLA/2400	_____	Outdoor Club/2510	_____
Chorus/800	_____	FBLA 9 th /2500	_____	Pep Club/4100	_____
Class of 2019/1799	_____	Info Tech/3175	_____	Red Cross/4150	_____
Class of 2020/1800	_____	Key Club/3250	_____	Relay for Life/4200	_____
Class of 2021/1801	_____	Manufacturing/3400	_____	S.A.D.D./4300	_____
Class of 2022/1802	_____	Musical/3500	_____	Spectrum/4600	_____
Construction/1850	_____	NAHS/2700	_____	Student Ambassador/5000	_____
Democratic Club/1950	_____	NEHS/2750	_____	Student Council/5200	_____
Drama/2000	_____	NGHS/2800	_____	TSA/5600	_____
Epicurean Palate/2200	_____	NSHS/2850	_____	_____	_____

Prior Approval

The student activity group or its designee is hereby authorized to obligate the funds of the above reference account in an amount not to exceed \$_____.

 Student Treasurer

 Faculty Advisor

 Principal

Final Approval

The Business Office is hereby authorized to issue a check in the amount of \$_____ to the above vendor and to charge the payment to the account referenced above.

 Student Treasurer

 Faculty Advisor

 Principal

Date Paid _____
 Vendor No. _____

Check No. _____
 ASN No. 180496

Payment Approved _____
 Budget No. 0496/00

* * * ORIGINAL INVOICE MUST BE ATTACHED TO THIS DOCUMENT * * *

**JERSEY SHORE AREA SCHOOL DISTRICT
STUDENT ACTIVITY, TRUST AND AGENCY FUNDS**

Middle School Request for Payment Form

Vendor Name and Address: _____ Date: _____

STUDENT ACTIVITY FUNDS

Band/300 _____	MS Outdoor Club/950 _____
Builders Club/675 _____	Military Support Club/975 _____
Bullpup Memories/150 _____	Rock Out Bullying/1000 _____
C3 Club/400 _____	Science Olympiad/1160 _____
Chorus/500 _____	Ski Club/1175 _____
Diversity Club/600 _____	Student Council/1200 _____
MS FBLA/700 _____	TAG - 1300 _____
Maker Club/925 _____	

Prior Approval

The student activity group or its designee is hereby authorized to obligate the funds of the above reference account in an amount not to exceed \$_____.

 Student Treasurer Faculty Advisor Principal

Final Approval

The Business Office is hereby authorized to issue a check in the amount of \$_____ to the above vendor and to charge the payment to the account referenced above.

 Student Treasurer Faculty Advisor Principal

Date Paid _____ Check No. _____ Payment Approved _____
 Vendor No. _____ ASN No. 180496 Budget No. 0496/000

***** ORIGINAL INVOICE MUST BE ATTACHED TO THIS DOCUMENT *****

JERSEY SHORE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

618-AR-2. Student Activity Group Organizational Requirements

Student Activity Funds Administrative Procedures

As it is the intent and desire of the Board of School Directors of the Jersey Shore Area School District that the District operate Student Activity Funds in full compliance with Section 511 of the School Laws of Pennsylvania, District Policy No. 122 and District Policy No. 618, the following Administrative Procedures have been established. Said procedures are to be utilized by all District staff and students as a guideline by which student activity groups shall operate.

Student Activity Group Organizational Requirements

New Student Activity Groups

All newly formed student activity groups shall petition the Board, prior to the 30th day of September of each school year, via the building principal, for approval prior to becoming operational. Said petition shall include: the title of the group; a statement defining the purposes and goals of the group; a statement of student eligibility requirements (if any); a statement of intended affiliation with any local, district, regional, state or national organization; and signatures of at least five students, the faculty advisor and the building principal. Upon receipt of Board approval, the student activity group is directed to meet, within forty-five days to elect student officers and to approve fund raising proposals for the school year. Written notification of the election of student officers and fund raising proposals are to be forwarded to the building principal within five days following the student meeting.

Existing Student Activity Groups

Annually, each approved activity group shall meet to elect student officers and approve fund raising proposals for the school year. A faculty advisor will be recommended and approved per board procedures. The student activity group is to provide written notification to the building principal of said meeting no later than October 15 of the school year in question. The building principal shall submit a list of

the student groups, their elected officers, their faculty advisor, and their fund raising proposals to the Superintendent for approval before November 15. The building principal or his designee(s) may, prior to submission to the Superintendent, reject fund raising proposals which are not in the best interest of the students, the community or the District and can return said proposals to the student activity group for further consideration. The building principal may also approve fund raising proposals prior to submission to the Superintendent if said action is reported to the Superintendent soon thereafter. Additional fund raising proposals which may later be considered by the student activity group must also follow the approval process defined above.

Budgetary Requirements

On or before November 1 of each school year, the student activity group must prepare and submit to the building principal an annual activity budget noting anticipated revenue sources and expenditure uses for the school year. No approval of the activity budget is required by the Superintendent, however, the building principal may impose appropriate sanctions against the student activity group if the activity budget is not received by the date specified or if the activity budget is submitted in an unacceptable manner or format.

Student Activity Group Dissolution

Each year there is at least one student activity group which will dissolve and no longer be active as a District sponsored group. This may occur due to the graduation of its members (Senior Class), lack of interest, loss of affiliation, etc..

In cases of dissolution of a student activity group, the primary concern of the Board is that the financial liabilities and assets of the group be disposed of in accordance with the law.

Therefore, prior to the final day of the school year in which the student activity group was last active, the group or its elected officers shall:

- Authorize payment in full of all outstanding liabilities to creditors.
- Designate an "educationally school related purpose" for which the remaining funds of the group are to be expended. Retaining the funds for later use to fund a class reunion does not qualify as an "educationally school related purpose" (see Somerset County Court of Common Pleas, Shade-Central City School District V Class of 1974). Failure to designate an educationally school related purpose will result in the automatic transfer of remaining funds to the account of the Student Council at the appropriate school.

Bank Accounts

All student activity funds are to be deposited into and disbursed from a central interest bearing checking account administered by the business office. Under no circumstances is an employee or student authorized to establish bank accounts of any type under the name of the Jersey Shore Area School District or the student activity group without prior Board approval.



REFERRAL AGREEMENT

The undersigned acknowledges that a Referral Agreement has been developed between Crossroads Counseling, Inc. and:

FACILITY NAME : Jersey Shore Area School District
ADDRESS : 175 A & P Drive, Jersey Shore, PA 17740
PHONE : 570-398-1567

Both Parties hereby agree:

1. Nothing in this agreement shall in any way alter the freedom enjoyed by either facility, nor shall it in any way affect the independent operation of either facility.
2. To comply with State and Federal standards regarding the confidentiality of drug and alcohol abuse and HIV/AIDS patient records.
3. Neither facility shall be obligated in any way to make or accept referrals, but agrees to cooperate and communicate to assure that the needs of the client and both facilities are met.
4. The client shall agree with the referral.
5. The client, and not the referring facility, shall be responsible for the client charges incurred on each facility. Charges for services rendered to the client by either facility shall be collected by the facility rendering such services directly from the client, third party payer, or other sources normally responsible: neither facility shall have any liability to the other for such charges.
6. All records of each facility remain the property of that institution and copies of records will be forwarded only if the client signs a consent form for release.
7. The agreement will be in effect for two (2) years and it may be terminated by either facility via 30 days written notice by registered mail. The agreement may be amended or updated in writing subject to the agreement of both facilities.

501 East Third Street • Williamsport, PA 17701 • Phone: 570-323-7535 • Fax: 570-323-3790
8 North Grove Street • Suite Four • Lock Haven, PA 17745 • Phone: 570-893-1886
444 East College Avenue • Suite 460 • State College, PA 16801 • Phone: 814-231-0940
1873 Shumway Hill Road • Wellsboro, PA 16901 • Phone: 570-948-9111
1-800-887-2720



Contact number for referrals to your organization: _____

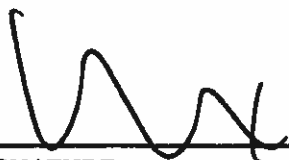
Special instructions: _____

SIGNATURE

DATE

SIGNATURE

DATE

 11/5/19

PRINTED NAME

William E. Knecht, MS, CADC

PRINTED NAME

TITLE

President

TITLE

FACILITY

Crossroads Counseling, Inc.

FACILITY

501 East Third Street • Williamsport, PA 17701 • Phone: 570-323-7535 • Fax: 570-323-3790
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