WEST CHESTER AREA SCHOOL DISTRICT

Pupil Services Committees June 10, 2019 6:30 p.m. Spellman Administration Building

REGULAR SESSION

AGENDA

May 13, 2019 Pupil Services Committee Minutes
 Policy 246 Student Wellness Revision First Reading Approval
 Fern Hill Elementary Spanish line update
 Dr. Ranieri

Committee Protocol for Responding to Comments from the Public-

- 1. A community member will be called upon by the Committee Chair.
- 2. If the comment can be answered quickly, or can be answered in order to clarify information, someone will respond.
- 3. If a community member has a more detailed question about a topic, the committee chair may refer the person to the superintendent or appropriate administrator to make an appointment so the question can be answered in more detail.

Pupil Services Meeting Minutes May 13, 2019 Pupil Services Committee Meeting

Attended:

Attending Committee Members: Joyce Chester, Sue Tiernan, Chris Tabakin

Other Board Members: Karen Herrmann, Kate Shaw, Chris McCune

Administration: Tammi Florio, Robert Sokolowski, Sara Missett, Jim Scanlon

Ms. Tiernan opened the meeting at 6:31 pm.

<u>Items listed on the Pupil Services Committee Regular Agenda of May 13, 2019:</u>

- 1. April 8, 2019 Pupil Services Committee Minutes
- 2. Justicorp Nurse Contract
- 3. Approval of \$400,050 Safe Schools Grant
- 4. Annual District Wellness Review

A. Actions and Outcomes:

- B. <u>Items to be placed on upcoming Board Agenda</u>:
- 1. Approval of April 8, 2019 Pupil Services Committee Minutes vote: 3-0
- 2. Approval of the Justicorp Nurse Contract vote:3-0
- 3. Approval of \$400,050 Safe Schools Grant vote:3-0
- C. <u>Items to be placed on the Consent Agenda:</u>
- 1. Approval of the Justicorp Nurse Contract
- D. <u>Items to be discussed at a later date:</u> None

The meeting ended at 6:58 pm.

Next Meeting: Monday, June 10, 2019 - 6:30 pm



Background

Federal regulations at <u>7 CFR 210.31</u> require local education agencies (LEAs) participating in the National School Lunch Program to complete an assessment of their local school wellness policy at least once every three years and make the results available to the public. This triennial assessment must measure the implementation of the local school wellness policy and include:

- The extent to which schools under the jurisdiction of the LEA are in compliance with the local school wellness policy;
- The extent to which the LEA's local school wellness policy compares to model local school wellness policies;
 and
- A description of the progress made in attaining the goals of the local school wellness policy.

LEAs may use a variety of methods to assess compliance and determine progress of their goals and objectives. Action planning documents that contain timelines, goals, and key tasks may assist in assessing changes over time. For example, the School Health Index (SHI) is a comprehensive self-assessment tool that helps with action planning and recordkeeping (a shorter version of the SHI is available from Alliance for a Healthier Generation), and the WellSAT 2.0 is an online tool that indicates the strengths and weaknesses of your written policy.

Triennial Assessment Tool and Report Template

When completed in full, this form may serve as both an assessment tool and triennial assessment report template to meet the requirements in federal regulations and prepare for the Administrative Review by the Pennsylvania Department of Education (PDE), Division of Food and Nutrition. This document is intended to be completed using LEA-level information; however, the LEA may determine that a report from each school site, or alternatively, each school level (i.e., elementary, middle, high school) works better in assessing compliance and progress over time. For larger school districts, reporting on a district level may be challenging due to variation in sites' programs and progress in attaining wellness goals. If completing this report for the entire LEA, answer questions using the best available information and consider noting individual building variations or concerns in the "notes" sections.

In the left columns, indicate whether the listed goal or practice is included in your local school wellness policy. **Bolded** policy elements are required by federal regulation to be included in the written policy. When bolded items are not in the local policy, include an explanation. This tool uses the Pennsylvania School Board Association's school wellness <u>policy template</u> (#246) as the model wellness policy for comparison purposes, but it can be used regardless of the template used to develop your local policy.

In the right columns, indicate implementation of the goal or practice at schools within the LEA. LEAs are always encouraged to develop additional policy elements and goals for schools under their jurisdiction to create a supportive environment for student nutrition and physical activity.

Space is provided at the bottom of the form for the LEA to describe the progress made in attaining the goals of the local school wellness policy as required.

LEA / District Name:						Reporting Timeframe (month/year to month/year):									
Name(s) of Reviewer(s):						School Name (if applicable):									
Select grades:															
PK	K	1	2	3	4	5	6	7	8	9	10	11	12		
	ded in en poli													ented in the building(Partially	
Yes	No		Dul	hlic In	volvo	mont	Notif	icatio	n an	d Acc	ocema	nnt	Place	in Place	Place
		We have				•			•	d Ass	6221116	JIIL			
	We have LEA official(s)/designee(s) in charge of wellness policy compliance. Name(s)/Title(s):														
	We complete an assessment of the local school wellness policy at least every three years ("triennial assessment").														
	Triennial assessment results are made available to the public in an easily														
		accessible manner. Website address and/or description of how to access copy:													
	At least every three years we use the results of the triennial assessment to update or modify the wellness policy as needed. The LEA informs and updates the public about the contents, updates, and implementation of the wellness policy at least annually and the policy is accessible to the public. Website address for policy and/or description of how to access copy:														
	We retain records as required by federal regulations including: ☐ The written school wellness policy, ☐ Documentation of making the wellness policy publicly available, ☐ Documentation of outreach efforts inviting stakeholders to participate in the wellness committee / wellness policy process, and ☐ Copy of triennial assessment and documentation of reporting results to public. The LEA utilizes a wellness committee that includes these community														
		stakeholders in the development, implementation, review, and update of the wellness policy:													
		□ Admi □ Parer □ Publi	ıts □ S					School E teach		profess □ Stude					
		Other sta	akeholde	ers (desc	cribe):										
Note	es on p	oublic inv	olveme	ent, notif	ication,	and ass	sessme	nt:							
Nutrition Education*															

Nutrition education is provided within PDE's sequential, comprehensive health education standards.

F

We teach, model, encourage, and support healthy eating through nutrition education.

Included in the written policy?			Implemented in the school building(s)? Fully in Partially Not in			
Yes	No		Place	in Place	Place	
		We provide all students with knowledge and skills for healthy lives via nutrition education.				
		We offer age-appropriate nutrition education and activities to students in: □ Elementary School □ Middle School □ High School				
		Our nutrition education curriculum teaches behavior-focused skills such as menu- planning, reading nutrition labels, and media awareness.				
		School food service and nutrition education classes work together to create a				
		learning laboratory.				
		In addition to meeting academic standards for nutrition education, we integrate				
		nutrition education into a variety of subjects (e.g., math, science, language arts).				
		We reinforce lifelong lifestyle balance by linking nutrition and physical activity.				
		Staff providing nutrition education receive standards-based training and professional development.				
		We engage and involve families and the community in nutrition education efforts.				
		Other goal (describe):				
Note	e on	goals for nutrition adjugation:				

Notes on goals for nutrition education:

Nutrition Promotion*

We use evidence-based techniques and nutrition messages in school and encourage participation in school meal programs.

We participate in Farm to School activities such as having a school garden, tastetesting local products, incorporating local foods into school meals, and educating students in the classroom and on field trips about local agriculture.

We cooperate with community agencies and organizations to provide opportunities for student projects related to nutrition.

We implement behavioral economics techniques in the cafeteria to encourage consumption of whole grains, fruits, and vegetables and to decrease plate waste.

We display and disseminate consistent nutrition messages in schools,

classrooms, cafeterias, homes, community, and media.

Our staff model healthy eating in front of students and avoid using unhealthy foods in classroom lesson plans.

We offer health and nutrition resources to parents to help them provide healthy meals for their children.

Other goal (describe):

Notes on goals for nutrition promotion:

Physical Activity*

We provide a variety of developmentally appropriate opportunities for physical activity during the school day for all students.

We contribute to the effort to provide students daily opportunities to accumulate at least sixty minutes of age-appropriate physical activity daily as recommended by the CDC.

Included in the Implemented in the school building(s)? written policy? Fully in Partially Not in Yes No Place in Place Place In addition to planned physical education, we offer activities such as indoor and outdoor recess, before and after school programs, intramurals, interscholastic athletics, and clubs to meet the needs and interests of our students. We maintain a physical and social environment that encourages safe and eniovable activity for all students. We discourage extended periods of inactivity (two hours or more) for students. We provide physical activity breaks in the classroom. We offer before and/or after-school programs that include physical activity for participating children. We partner with parents/quardians and community members and organizations (e.g., YMCA, Boys & Girls Clubs, local parks, hospitals, etc.) to offer programs supporting lifelong physical activity. We do not use physical activity as a punishment (e.g., running laps). We do not withhold physical activity as a punishment (e.g., taking away recess). We encourage walking and biking to school. We encourage students and families to use our physical activity facilities, such as playgrounds and ball fields, outside of school hours in accordance with school rules. Other goal (describe): Notes on goals for physical activity: **Physical Education (PE)** We implement a PE program consistent with state academic standards. All students participate in PE. PE instruction promotes skills and knowledge necessary for lifelong physical activity. PE classes provide the means for students to learn, practice, and be assessed on developmentally appropriate skills. Our curriculum promotes both team and individual activities. We offer a comprehensive PE course of study with planned instruction time for students to meet standards at the proficient level. We use a local assessment system to track student progress on state standards. Students are moderately to vigorously active as much time as possible during PE class. Accommodations are made in class for documented medical conditions and disabilities. We provide safe and adequate equipment, facilities, and resources for PE class. Certified health and PE teachers teach our classes. We provide professional development for PE staff. PE classes have a teacher-student ratio similar to other courses for safe and effective instruction. We do not use or withhold physical activity as a form of punishment in PE class. Other goal (describe): Notes on goals for physical education:

Included in the written policy?

Yes No

Implemented in the school building(s)?
Fully in Partially Not in Place in Place Place

Other School-Based Wellness Activities*

Free drinking water is available and accessible to students during meal periods and throughout the school day.

School nutrition staff meet local hiring criteria and in compliance with federal regulations.

We provide continuing education to school nutrition staff as required by federal regulations.

We provide adequate space for eating and serving school meals.

We provide a safe and clean meal environment for students.

We offer students enough time to eat (10 minutes sit down time for breakfast; 20 minutes sit down time for lunch) and schedule meal periods at appropriate hours.

We implement alternate school breakfast service models to increase participation, such as "grab & go," breakfast served in the classroom, and breakfast after first period.



Students have access to hand washing or sanitizing before meals.

Only authorized staff have access to the food service operation.

We provide the nutrition content of school meals to the school community.

We include students/parents in menu selections through taste-testing and surveys.

We utilize outside funding and programs to enhance school wellness.

We train all staff on the components of the school wellness policy.

School based activities are planned with wellness policy goals in mind.

Fundraising projects submitted for approval are supportive of healthy eating and student wellness.

We encourage administrators, teachers, school nutrition professionals, students, parents/guardians, and community members to serve as positive role models through district programs, communications, and outreach.

We communicate information to parents/guardians to support their efforts to provide a healthy diet and daily physical activity for their children.

Indoor air quality is in accordance with our healthy learning environment program and applicable laws and regulations.

Other goal (describe):

Notes on goals for other school-based activities:

Nutrition Guidelines for All Foods and Beverages at School

We consider promoting student health and reducing obesity when offering foods and beverages to students at school.

Foods and beverages provided through the National School Lunch and School Breakfast Programs comply with federal meal standards.

We offer healthy food and beverage options at school-sponsored events, such as dances and sporting events.



Foods and beverages outside of the school meal, which are sold to students at school during the school day, meet or exceed the established federal competitive food standards (USDA Smart Snacks in School). Venues include vending, school stores, non-exempt fundraisers, and a la carte items.

Wellness Policy Assessment Tool and Report Template										
Included in the written policy? Yes No										
We limit the number of food fundraisers at school and have procedures in place for requesting a fundraiser exemption (i.e., selling foods that do not meet Smart Snacks) in accordance with limits set by PDE.	Place	III Place	Place							
offered for free to students at school, including food rewards, items offered at classroom parties and celebrations, and foods/beverages provided to the										
We provide a list of nonfood ideas and healthy food/beverage alternatives to staff										
Only foods and beverages that meet or exceed federal nutrition standards (USDA Smart Snacks in School) are permitted to be marketed or promoted to students during the school day. Examples: posters, vending machines,										
		ions.								
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Book Policy Manual

Section 200 Pupils

Title Student Wellness

Code 246

Status Review

Adopted August 1, 2015

Last Revised June 26, 2017

Purpose

The West Chester Area School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it shall be the policy of the district that:

- The district will engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity practices which impact students, families, and staff.
- 2. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- 3. All students will have access, at reasonable cost, to foods and beverages that meet the established nutrition guidelines.
- 4. Administrative regulations will reflect an incremental implementation of federal, state and professional recommendations regarding nutrition and physical activity.

Authority

The Board adopts the Student Wellness Policy based on the recommendations of the appointed district Wellness Advisory Council and in accordance with federal and state laws.[1][2][11]

Delegation of Responsibility

The Superintendent or designee, in coordination with the district Wellness Advisory Council and each building principal, shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies, and established guidelines or administrative regulations. [2][11]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school. [11]

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to student wellness.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of the continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public. This assessment shall include the extent to which the school district is in compliance with law and policies relating to school wellness. The extent to which this policy compares to model wellness policies and the progress made by the district in attaining the goals of this policy. [2][11]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy. [2][11]

Guidelines

<u>District Wellness Advisory Council and School Wellness Committees</u>

The district Wellness Advisory Council will develop Board policy, monitor implementation and evaluate effectiveness of district wellness practices. The Council will make recommendations for revision of the policy and established administrative regulations as needed, and will provide resources and support to school wellness committees. The district Wellness Advisory Council will be comprised of representatives of all stakeholder groups including: [2]

- 1. Parents/Guardians.
- 2. Students.
- 3. Physical Education Teachers.
- 4. General Public members.
- 5. Health care professionals.
- 6. District food service representative.
- 7. Central office and building level administrators.
- 8. Board members member of the Pupil Services Committee.

The district shall be required to permit physical education teachers and school health professionals to participate on the district Wellness Advisory Council.[2]

Each individual school will have a Wellness Committee using evidence-based strategies and techniques to establish goals and monitor, and, as necessary, revise school-wide nutrition and physical activity practices.

Each school Wellness Committee will include: parents/guardians, students, teachers, a representative of the school food service, a school administrator, and the school nurse.

The Wellness Committee also will serve as resources to school sites for implementing building health and wellness practices.

Communication With Parents/Guardians

District schools will support parents'/guardians' efforts to provide healthy diets and daily physical activities for their children by providing information and educational opportunities for parents/guardians.

Schools will encourage parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and food that do not meet the established nutrition standards and guidelines.

Physical Education Goals

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided. A sequential physical education program that is consistent with State Board of Education curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented. All students shall be required to take physical education. Physicians will be asked to provide recommendations for alternate physical activities when excusing students from regular physical education. We will provide more opportunities for personalized physical activity goals in smaller group settings.[3][4][5]

Nutrition Education and Promotion Goals

The district aims to teach, encourage, and support healthy eating by students. Each school will provide nutrition education and engage in nutrition promotion that:

- 1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- 2. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).
- 3. Includes materials and resources for teachers and other staff, utilizing available community resources when available.
- 4. District staff will cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.
- 5. At the building level, nutrition and wellness activities will take place. The PTO may be involved in supporting the activities.
- 6. <u>Nutrition lesson plans to teach behavior focused skills which may include menuplanning, reading nutrition labels and media awareness.</u>

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety, and Physical Education, and Family and Consumer Sciences.[4][5][6]

Physical Activity at School Goals

District schools shall strive to provide opportunities for physical activity and/or movement during the school day for all students. That time will include physical activity outside the school environment such as: outdoor play at home, sports, and activities within school including recess and physical activity during lunch, intramurals, clubs, and interscholastic activities. **We will not withhold physical activity as a punishment.**

Other School Based Wellness Activities Goals

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods, and throughout the school day. The district will support efforts of parents to provide a healthy diet and daily exercise for children by communicating relevant information through various methods.[7][8]

Nutrition Standards/Guidelines Goals

Foods made available by the district in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[7][8][9][10]

<u>Increase the healthy food options at after school events and lessen the amount of food waste with National School Lunches.</u>

Beverage Standards for Both Food Service and Individually Sold Drinks for High School Only

- Portion Size No limit on water, twenty (20) fluid ounce maximum size.
- · Not Allowed: Soda.

Food Standards for High School

- Will have no more than thirty-five percent (35%) of its calories from fat (excluding nuts, seeds, nut butters and cheeses).
- Will have less than ten percent (10%) of calories from saturated fats and trans fats.
 Of the first three (3) listed ingredients, no more than two (2) should be added sugars (excludes those naturally occurring in fruits and dairy products).

Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[11][12]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[11][12]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements. [12]

Fundraiser Exemptions

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards. [12]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:

a. Foods and beverages shall not be used as a reward or incentive in district schools unless it meets or supersedes the Smart Snacks nutritional guidelines. Food that doesn't meet the Smart Snacks nutritional guidelines is permitted if it is part of the curriculum. Food is also permitted when deemed needed as part of IEP or 504 plan.

2. Classroom Parties and Celebrations:

- a. School/Classroom parties/celebrations with food/beverages shall be limited to no more than three (3) per school year. At each event at least one fruit and vegetable will be offered. There is a maximum of one sweet or salty snack that will be offered. All packaged foods must be labeled with the ingredients and nutritional information.
- b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties/celebrations.

3. Shared Classroom Snacks:

a. Shared classroom snacks are not permitted in district schools except if it is part of the curriculum as stated in #1 above.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbook, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations. [11][12]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[13]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative_guidelines to address food allergy management in district schools in order to:

- 1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
- 2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.

Legal

- 1. 24 P.S. 1422.1
- 2. 42 U.S.C. 1758b
- 3. 24 P.S. 1512.1
- 4. Pol. 102
- 5. Pol. 105
- 6. 24 P.S. 1513
- 7. 7 CFR 210.10
- 8. 7 CFR 220.8
- 9. 42 U.S.C. 1751 et seq
- 10. 42 U.S.C. 1773
- 11. 7 CFR 210.31
- 12. 7 CFR 210.11
- 13. 24 P.S. 504.1
- 24 P.S. 1337.1
- 24 P.S. 1422
- 24 P.S. 1422.3
- 7 CFR Part 210
- 7 CFR Part 220
- P.L. 111-296
- Pol. 103
- Pol. 103.1
- Pol. 229
- Pol. 808

Dedicated Spanish line Fern Hill

213 Contacts Types of contacts

- Attendance 25
- Early pick up 1
- Email translations 14
- Emergency 1
- Late arrival 1
- Meeting scheduled 17
- Nurse communication 23

- Other 8
- Other school contact 7
- Parent teacher communication75
- Parent teacher school communication 11
- School communication 28
- Switchboard 2

Reasons for contact

- Field trips
- Registrations
- IEP meetings
- Scheduling meetings with the school
- Sick student
- STEM
- PSSA
- NSLP

- Busing assignment
- Teacher assignment
- Asking how student performing in school
- Café bill
- Questions about transitioning to 6th grade
- 5th grade photos and graduation
- Messages at Spellman

Person making the initial contact

- Parent
- Teacher
- Attendance secretary
- Front Office secretary
- Nurse
- Supervisor
- Principal
- Receptionist at Spellman

Cost and Next Steps

- Three months (March-May 2019)= \$1,468.35
- Approximate cost per year, per building= \$ 6,000
- Expand to at least two more Elementary Schools next year
 - Glen Acres
 - Hillsdale