



# Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Policy Committee  
Wednesday, May 3, 2017  
Community Board Room

**Committee Chair:** Susan Larkin

**Committee Members:** Terrie Taylor, Scott Painter, Esq.

## Meeting Minutes

**Attendees:** Susan Larkin, Terrie Taylor, Scott Painter, Maria Ziolkowski, Julia Vicente, Lynette Waller, Mark Boyer

No other attendees

**Committee Members Absent:** None

Meeting called to order by Susan Larkin at 3:48pm

### Approval of Minutes

- Minutes were approved without modification for April 5, 2017.

### Old Business:

- Policy 800 – Records Management
  - No meeting was held. Mr. Boyer reported receptacles for document destruction arrived this week.
- Policy Audit of Category 100
  - The Committee decided to schedule work sessions to begin in June to audit the 100 policies. Additional sessions will be added as needed.

### New Business

Policies for Review –

- Policy 203 – Immunizations and Communicable Diseases  
The Pennsylvania Department of Health issued revised regulations to update the requirements for school immunization, effective with the 2017-2018 school year.

Policy 203 was updated to provide definitions for Certificate of Immunization and Medical Certificate, to clarify the documentation school entities are

required to keep on file regarding immunizations for students. The language on provisional admittance was revised to clarify that students may only be provisionally admitted after beginning a multiple dose vaccine series and submitting proof of immunization or the medical certificate on or before the fifth school day of attendance. Additional language was added to address the exceptions and special provisions for homeless students, foster care students and students transferring into a school within the Commonwealth.

A minor revision was made to clarify that the school nurse may be delegated the responsibility to monitor student immunizations. Other language under Delegation of Responsibility was revised to remove optional language and clarify the Superintendent or designee's responsibility to /guardians of the immunization requirements prior to a student's admission to school or a grade requiring additional immunizations. The optional bracket was also removed to direct that school personnel must be designated to review medical certificates in accordance with the regulations to ensure compliance with full immunization requirements. The policy was also updated to reflect the change in reporting to the Department of Health in electronic format by December 31, or paper form by December 15.

- Policy 204 - Attendance  
Act 138 of 2016 – provides additional clarity and flexibility for schools in addressing student absenteeism. On November 3, 2016, Governor Wolf signed Act 138 of 2016, which provides significant improvements to the truancy system in Pennsylvania. Act 138 was effective immediately, but the provisions do not apply until the **2017-2018 school year**.

Policy 204, Attendance, was significantly revised to comply with the provisions of Act 138 of 2016 and restructured for clarity.

The **Purpose and Authority** sections of the policy were amended to reflect the aim of the new legislation, a comprehensive approach to improving school attendance, and additional requirements.

Language related to specific types of absences and exceptions to the compulsory school attendance requirements were moved to the **Guidelines** section.

For clarity, Act 138 added and revised several definitions. The definitions necessary for implementation were added to the new **Definitions** section of the policy.

The **Delegation of Responsibility** section adds some additional options for policy distribution, policy implementation, and administrative regulation development.

Since Act 138 encourages a collaborative approach to improving school attendance, and involvement of the local children and youth agency and local

Magisterial District Judges will be necessary, options were added to include the applicable agency or judge in annual distribution of the attendance policy. A delegation provision was added to address responsibility for implementation and enforcement of this policy.

The provisions addressing the development of administrative regulations were also updated by removing the specific provisions related to truancy and habitual truancy which are now covered in policy.

A new **Guidelines** section provides an overview of: exceptions to the compulsory school attendance requirements, types of excused/lawful absences and the process for parental notification of such absences, types of unexcused/unlawful absences, and the process for addressing truancy and habitually truancy.

A few key highlights:

- Excused/Lawful Absences: It is important to make sure the options for excused/lawful absences, any limits, and the process for parental notification is consistent with current practice.
- Excused/Lawful Absences: For the provision on obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory, the phrase "state, commonwealth or territory" is necessary as the new provision supersedes current State Board of Education regulations, which limit the excused absence to those rendered by Commonwealth licensed practitioners, see 22 PA Code Sec. 11.23.
- Unexcused/Unlawful Absences: The parental notification language should be updated to reflect current practice.
- Enforcement of Compulsory Attendance: This process is completely new, so it will be important to review and be familiar with these new legal requirements. In order to find the appropriate judge for filing of a citation, which in most cases will be the local Magisterial District Judge, please check your local county website.
- Special Needs and Accommodations: Schools should consider the special circumstances of students who have attendance issues. This is a reminder that schools may be required to accommodate a student under other federal and state laws and regulations, or may need to consider whether to refer a student for evaluation for additional protections/services.
- Discipline: The law imposes restrictions on discipline of students for truant behavior. The policy language mirrors the law.

Policies 203 and 204 were recommended to move forward for a first reading.

Recommended New Policy - None

Discussion Items

- Policy 233 – Suspension and Expulsion  
Discussion was held on Policy 233, Suspension and Expulsion per request. No

modifications are necessary to the policy. Additionally, an example of Administrative Guidelines for the reinstatement of expelled students was reviewed. Some questions were asked that will be posed to the District Solicitor.

Announcements – None

Next Meeting Date: Wednesday, June 7, 2017

Adjournment: 4:56 pm

Respectfully submitted by Julia Vicente, Superintendent