

PLEASANT VALLEY SCHOOL DISTRICT



STUDENT ACTIVITIES GUIDELINES

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ORGANIZATION

Pleasant Valley School District Board of Education

Superintendent of Schools

Dr. James R. Konrad

High School Administrative Contact

Dr. Zachary McMichael

Middle School Administrative Contact

Mr. Ramon Rodriguez

I. THE LAW

The legislative mandate for student activities is contained in Section 511 of the Public School Code of 1949 (24 P.S. §5-511), which is re-printed in Appendix A. The first sentence of Section 511(a) states the responsibility of the Board of Education. It indicates that "the board of school directors...shall prescribe, adopt and enforce such reasonable rules and regulations as it may deem proper, regarding (1) the management, supervision, control or prohibition of...activities related to the school program, including raising and disbursing funds for any or all such purposes, and for scholarships and (2) the organization, management, supervision, control, financing or prohibition of organizations, clubs, societies and groups of the members or any class or school..."

The School Code further indicates that every school district should have a policy for Student Activity Funds which provides the requirements of Section 511 (a).

II. POLICY

The fundamental responsibility of the Board of Education is to adopt a policy relating to student activities. The Pleasant Valley School District Board of Education has complied with School Code requirements in adopting Policy 618. It is the responsibility of all student activity advisors to adhere to the guidelines established in this policy (Appendix B).

The Pleasant Valley School District Board of Education encourages students to participate in worthwhile student organizations and activities. Students will gain skills by working effectively together in democratic groups.

III. MANAGEMENT

It is fundamental that management of student activities should be organized to best serve the interest of the students of Pleasant Valley School District. The management must be done within the framework of various state laws and regulations, board policy and any applicable administrative rules and regulations

General Principles

1. Student Activity Funds must be administered in accordance with Board Policy 618.
2. Student Activity Funds must be used to finance a program of activities not part of the regular curriculum. They are not to be used to circumvent management or purchasing decisions that were made for the school district.

3. Student Activity Funds must be used for student activity purposes and for those students currently in school.
4. Student Activity Funds are to be collected and disbursed under the general direction of the building principal, assistant superintendent and business manager. The building principal should be involved in the decision making process with the student groups and faculty members who are responsible for generating revenue for approved projects. Participation by students must be supported by student signatures on purchase orders, requisitions and check requests.
5. Student Activity Funds must be managed in accordance with sound business practices. Accounting for all student activity money will be done in the business office. No principal, faculty advisor or other employee should maintain a checking account or other cash fund for students. All accounts are to be under the control of the business office and signatures on checking accounts are to be from central administration.

Organization

The organizational hierarchy and responsibilities are:

1. The Board of Education is responsible for the establishment of a Student Activity Policy which is in compliance with all applicable state laws.
2. The Superintendent is responsible for implementing this board-established policy.
3. The Principal of each building and the Assistant Superintendent are responsible for working with students and faculty in implementing the policy.
4. The Business Manager is responsible for appropriate accounting procedures and for internal auditing.
5. The Faculty Advisor and Business Manager are responsible for maintaining required fiscal records for each student activity account.
6. Faculty Advisors are responsible for working with students in the activity and for adhering to board policy.
7. Students are required to participate in the fiscal management of the activities in which they participate. All Student Activity groups must have student officers, including a treasurer, who is to work with the faculty advisor in all fiscal matters.

Types of Student Activity Funds

Student activities, for the most part, are to be operated through a Student Activity Fund with separate budget accounts for different activities.

Student Activity Fund

The Student Activity Fund is operated through the district business office. It will have the following types of accounts:

Specific Activities Accounts

These accounts are operated by student organizations and classes under the supervision of a faculty advisor. Other accounts included here may include specific activities such as school store accounts (see section concerning sales tax requirements).

The Pleasant Valley School District does not operate a Principal's Account. All student activity revenue is to be generated through a specific activity which is to be accounted for within the specific account.

Other Related Funds

SCHOOL -AFFILIATED ORGANIZATIONS (School-Affiliated Organizations or SAO's)

SAO Funds include faculty accounts, booster club accounts, PTO accounts, band parents' accounts, etc. These funds are NOT school accounts. While these groups support children and provide many financial opportunities for students, these groups must operate independently of the school district and the Student Activity Funds. These groups should be independently incorporated as 501(c)3 organizations and maintain their own officers, bank accounts and tax-exempt status.

IV. GENERAL OPERATING PROCEDURES

USE OF ACTIVITY FUNDS

Student Activity Funds are earned by the students and used for student activities. These monies must be designated for student purposes and restricted to use for those students currently in school. Student Activity Funds **are not** to be used for the following:

1. Small cash and check needs of other funds and organizations, such as an athletic fund or parent organization (PTO, booster groups, etc.). Funds not derived from the students must be recorded elsewhere and not commingled with the Student Activity Funds.
2. School district charges such as library book fines and charges for student examinations. These receipts are to be deposited into the General Fund.
3. Donations to students or parent groups.
4. Expenditures for refreshments served at school district sponsored parent events, receptions for community members and/or staff or other expenditures not made to benefit students.

Student Activity Funds, generally, should be used to finance a program of activities not part of the regular curriculum. They are not to be used to circumvent management or purchasing decisions made for the school district by the board or administration.

INITIATING ACCOUNTS/TERMINATING ACCOUNTS

New accounts are established through the business office upon approval of the Board of Education. Requests for new accounts should be made by building principals in writing with a description of the purpose of the new account. New accounts are not to be established solely for individual charitable drives.

Termination of student activity accounts may occur upon approval by the Board of Education. This type of request should be made by the building principal through the business manager and should be in writing. Such approval must include disposition of any remaining moneys in the account. Disposition of funds must be in accordance with the following Unused Funds Guidelines.

UNUSED FUNDS

When the interest or membership in a student club or organization declines to the point where activities cease or a senior class nears graduation, a decision must be made about the disposition of any remaining funds in those activities. The graduating class or disbanding club or organization must use for or commit to a proper school-related purpose the unexpended balance of its account prior to graduation or dissolution or as soon as reasonably possible thereafter. Funds shall not be held in the student activity fund for reunions or other postgraduate affairs on any class.

The Board shall approve the disbanding of any organization. Unused funds shall be prorated based on the balances of other student activity funds within that building.

CASH PAYMENTS

All payments for Student Activity Fund purchases must be made by check. **No expense is to be paid in cash.**

SIGNATURES ON CHECKS

Two signatures shall be required on all checks. Checks for Student Activity Fund purchases will be issued by the business office upon receipt of appropriate paperwork, including but not limited to, approved purchase order and receipted invoice.

INTEREST INCOME

All money in the Student Activity Fund will be deposited in interest-bearing accounts or other interest-bearing investments permitted by School Code. Interest shall be pro-rated to each active account at the close of the fiscal year based upon the average annual balance in each active account.

REVENUE CONTROLS

The following guidelines must be followed by district personnel to ensure the greatest level of protection for all Student Activity Funds:

1. Receipts will be written by business office personnel when money is received. A reconciliation will be conducted by the school district depository with a corrected receipt (if necessary) forwarded to the faculty advisor for the account's records.
2. Cash receipts should be delivered to the business office by the student activity fund advisor upon receipt. These funds will be deposited into the bank in a timely manner. **Under no circumstances should cash deposits be delivered through the district's inter-office mail system.** Ultimately, the activity faculty advisor will be held accountable for receipts lost due to inappropriate delivery to the business office.
3. All student activity receipts should be maintained in the building safe until delivery to the business office. Large amounts of deposits should be delivered to the business office as soon as possible to discourage theft.

FUNDRAISING

All fundraisers must be coordinated between the student club or organization, the building principal and the assistant superintendent to ensure that the community is not inundated with sales at one time. Projects must be established in advance of approvals for fundraisers. Faculty advisors and student officers must complete the PV Fundraiser Request form, located on Frontline Central (Appendix C.1). If you are completing the form for an SAO or PTO group, please use a Request for Fundraiser paper form located in Appendix C.2.

Fundraisers involving competitive foods as defined by board policy 246, Student Wellness (Appendix G) must also comply with the requirements and exemptions as proscribed.

Faculty advisors should be careful that fundraisers conducted for specific charitable contributions are so noted. These funds should be disbursed by the business office to the specified charitable organization upon completion of the fundraising event and receipt of the completed student activity purchase order (Appendix D) proper paperwork requesting disbursement of the funds.

LOANS AND PURCHASES

It is unlawful to use the Student Activity Fund to make privileged or tax-free purchases for any school employee or other person. They also cannot be used to make loans for any purpose.

Purchases should be initiated by the issuance of a Student Activity Fund Purchase Order, a copy of which is found in Appendix D. The purchase order is pre-printed and pre-numbered. The purchase order should be completed by the faculty advisor and/or student officer and signed by the faculty advisor and student officer. No purchase order will be honored without the signature of a student officer of the club or organization. The signed purchase order shall be forwarded to the principal for his/her review and signature. Upon approval by the principal, the purchase order shall be forwarded to assistant superintendent and business manager for their approvals. No

purchase order will be honored without the signature of the business manager or his/her representative.

BIDDING/QUOTATIONS

Student Activity Fund purchases are subject to the same limitations as are General Fund purchases. All purchases of materials or supplies by any organization, club, class or group be made in accordance with the requirements of 24 P.S. §8-807.1. A copy of this requirement is found in Appendix E. In essence, this requirement is that materials and supplies costing \$18,500 (index adjusted annually) or more are subject to the competitive bidding and advertising requirements of the School Code. Materials and supplies costing more than \$10,000, but less than the bidding threshold as described above, are subject to written or telephonic price quotations from at least three qualified and responsible vendors. All purchases shall be made from the lowest responsible vendor on the basis of price, quality and service.

It is important to note that services such as those of prom hotels, music groups and fundraising companies are not subject to the bidding/quotation requirements.

CONTRACTS

Student groups may obligate themselves by contract. These contracts must be reviewed by the principal, assistant superintendent for professional and support personnel, business manager and legal counsel. Proper school board approval must be obtained for all service contracts.

SALES TAX

The purchase of property or services for use by school clubs or organizations in connection with their activities is tax exempt under the school district's tax exemption number.

Items purchased for re-sale to raise funds are subject to applicable sales tax at the time of purchase or at the time of sale. Pleasant Valley requires that the sales tax be paid to the vendor at the time of the purchase of the items for resale, and that the sales tax be added to the price of the item sold to the customer. The only exception to this requirement is for the sale of yearbooks and memory books. On these items, the organization must collect the proper sales tax and remit it to the Pennsylvania Department of Revenue through the business office.

Sales from a school store are taxable sales, which would require the collection, accounting and remission of the tax directly to the Pennsylvania Department of Revenue. Any intent to open a school store must receive approval from the building principal, business manager and Board of Education prior to operation.

Sales by school-related organizations who are totally independent from the school, such as PTOs and band parents, cannot use the school district's tax exemption number in connection with

purchases they make. Pleasant Valley takes no responsibility for remitting sales tax that may be collected or which is due and owing from this type of transaction.

EMPLOYEE COMPENSATION

All school district employees who provide services for Student Activity Funds must be paid through payroll with regular deductions. These earnings are subject to income tax withholding, social security, retirement contributions, worker's compensation act assessments and any other federal, state and local deduction that may be required from time to time.

RECORD KEEPING

All student activity accounts are established on a self-sustaining basis. No purchase shall be made without sufficient funds in the account to cover the purchase. Each activity account advisor shall review their monthly transaction report provided by the business office and report any discrepancies to the business office within 5 days of receipt. At year-end, all student activity accounts are subject to annual audit, with adjustments made as deemed necessary by the district auditors. Faculty and student advisors will be provided with these adjustments in order to maintain accurate records.

MEMBERSHIP

Membership in student organizations is open to all students, either through election, selection or choice. Participation in academically related and special interest clubs is available to all students who choose to belong. Membership based on election is allowable only in Student Government and Class Boards. Membership by selection is allowable for such groups as Honor Society, or other clubs that require some level of achievement. The selection is governed by the Philosophy or Purpose of the Activity.

It is the intent of the Board of Education that the students involved in the various activities sponsored by the district shall have a voice in the running of the activities. To this end, each club, activity or organization is required to have officers elected by the students participating in the activity.

ADVISORS

Each organization will be guided by an employee or approved volunteer of the Pleasant Valley School District who shall be duly appointed by the Board of Education and shall be designated as the organization advisor. The duties of the advisor shall include, but not be limited to:

1. Generate interest in the organization among the student body;
2. Conduct elections of officers of the organization;

3. Call and organize meetings as necessary to conduct the business of the group;
4. Provide guidance and assistance to students as necessary;
5. Approve all receipts, disbursements or transfers of funds of the organization before they are made;
6. Ensure that all activities of the organization are in compliance with district, state and federal regulations and policies.

Central administration shall be available to the sponsoring building administrator for advice and consultation.

COMMUNICATIONS

The school district provides each advisor a subscription to TeamSnap. All coaches will communicate with Students/Participants and their parent or guardian using the TeamSnap App. Parent and Guardians are encouraged to download the App and join the respective team or activity.

MEETINGS AND ACTIVITIES

Regular meetings are a basic requirement of any organization. It is expected that all meetings and activities of the student organizations will be held on school property and that school regulations will be followed at all times. The advisor is to be present at all meetings and activities of the organization.

Transportation – The afterschool activities bus will run on Tuesdays and Thursdays starting in September. The annual time frame that this will occur is the Tuesday following Labor Day, ending the second Thursday in May.

PARTIES, REFRESHMENTS AND BANQUETS

Organization funds should not be used to provide parties or refreshments for members with the exception of formal initiation ceremonies or meetings to which parents or community members are invited. All contracts with outside agencies, e.g. food prices, room rental, entertainment, etc., must be signed, at a minimum, by the organization advisor, student officers and building administrator.

AWARDS AND GIFTS

Organizations where membership is determined on the basis of objectively measured performance (such as cheerleaders), election or petition (such as Student Council), or faculty selection (such as Honor Society), may use club funds to purchase emblems or membership for students. Where membership is by choice, club funds may not be expended for this purpose. Modest expenditures for awards shall be permitted with final authorization from central

administration. Gifts to persons are not permitted, unless it is the choice of the members for things such as bereavement flower arrangements. Donations to non-profit groups are permitted provided that the funds were raised for this specific purpose.

INITIATIONS/HAZING

Formal initiation ceremonies with parents and invited friends are encouraged. Informal initiation ceremonies that embarrass or ridicule prospective members are prohibited. Hazing in any form is prohibited. Advisors are responsible for the safety and well-being of students and the protection of school property.

PUBLICITY

Approved student organizations may secure publicity for their activities through the morning announcements, posters, school newspaper, school television or other approved district procedures, with the approval of such materials by the building administrator. Publicity to be released to community media must be approved by the building administrator and all costs for such advertising must be included as a part of the organization's budget and expenditures.

RECORDS

Minutes of meeting should be kept. Since students and advisors change, the organization should have complete records and a file of all business and financial transactions secured with the Business Office.

PUBLIC PERFORMANCES

Public performances are an integral part of a student's educational experience. Rehearsal and performance schedules should not affect any student's academic performance. The scheduling of rehearsal and production dates, times and building location should be made with the building principal and director of buildings and grounds to ensure there is no conflict of dates or locations requested.

The organization/activity advisor is legally responsible for the safety and welfare of the students participating. This responsibility requires the advisor's presence at all rehearsals and performances in the respective activity, and the advisor and/or an administrator must remain until all students have left school property.

It is wise for the advisor and student members to develop a budget prior to the initiation of any performance to include all anticipated revenue and expenditures. This document will help to ensure that enough funds are generated to cover all expenses. If an admission cost is required, all tickets must be serially numbered and accounted for. A financial report should be submitted to the building administrator within two weeks after the production.

V. FUNDRAISING ACTIVITIES

Organizations may engage in fundraising activities to provide funds to meet their objectives. With the exception of service groups, school organizations may not have as their major purpose the raising of money.

All fundraising activities must have the approval of the student membership, advisor, building principal and central office administration. Advisors must conduct research regarding the reliability of the product and the company selling fundraisers. General purchasing procedures must be followed when ordering fundraising items. When selecting a company and product, consideration should be given to the reputation of the company and of the item, delivery, return, shipping costs, previous success with sales, etc.

In any sales transaction where the item sold is promised for future delivery, the buyer must be given a written receipt by the seller. The receipt should include the name of the organization, the item(s) to be delivered, anticipated delivery date, and the name of the advisor in case of any questions. In all other transactions, the buyer will receive merchandise in exchange for money.

All moneys are to be delivered to the Business Office for bank deposit either by the close of the school day on which they are collected or within a reasonable time depending on the timing of the sales. Moneys deposited should reference the organization and include a listing of the individuals money was collected from with the related amounts collected. The advisor will receive a receipt from the Business Office for this deposit and will keep this receipt on file for organization records. The deposit shall be forwarded to the school district's depository by the Business Office, with the bank deposit slip becoming the official record of the deposit. In the event that the organization's record of deposit and the bank record of deposit differ, the bank record of deposit shall prevail.

Advisors are responsible for returning all unsold items and for getting a credit from the company.

All invoices for items normally subject to sales tax must include the sales tax as a part of the total purchase price for fundraising sales. The only exception will be for annual yearbook or memory book sales. For those items, the Business Office will forward sales tax to the PA Department of Revenue based upon sales records provided by the organization advisor. Applicable sales tax will be charged back to the organization.

VI. FINANCES

Student organizations and activities occasionally have need for financial income to carry out their goals, purposes, activities and functions. In order to ensure compliance with all local, state and federal accounting regulations, the Board of Education has determined that while each organization is responsible for maintaining records of activities, all audited transactions shall be located within the Business Office. Collections and deposits of moneys, purchases and payment must have involvement by the student members, officers and advisor, with official records being kept in the Business Office.

Two signatures of central office administration shall appear on all checks written against any activity account. Appropriate signature authorizations must be on file with the bank to ensure compliance. Three individuals from central office administration may be designated as signatories on the account to ensure two signatures are available when checks are issued.

Deposits and expenditures should be monitored and authorized by students within each organization. The advisor of the organization will be held responsible for controls of deposit and receipts and ensuring that expenditures are in compliance with all district, local, state and federal regulations.

ACCOUNTS

Every organization and activity which will be involved with the handling of money (regardless of amount and reason) must keep that money deposited in the appropriate activity account. The sponsoring advisors and final participating students should plan to review and eliminate balances which were left in inactive accounts and resolve deficits by the end of the fiscal year. Every attempt should be made to have the retiring organization designate their intended purpose of any remaining unexpended balance of funds prior to the end of the fiscal year.

BUSINESS PROCEDURES

Moneys

All money collected for any reason should be deposited daily. Money is not to be taken home for "safe keeping" or left in desk drawers or file cabinets. Moneys must be kept in the school safe or brought to the district business office for deposit.

No payment for expenses of the activity is to be made from the cash or receipts of the activity. Expenses must be paid by the business office by check with proper substantiation

Each deposit must have the following information: *Date of deposit, activity/organization's name, advisor's name, the breakdown of the money, reasons for collection, dates of collection, and student and advisor signatures which verify the amount being deposited.*

Final verification of the deposit rests with the district depository.

Purchase of Merchandise and Services

The Board of Education does not permit the district to purchase items from district employees or their immediate family members (spouse and/or minor children).

All anticipated purchases should be made on a district-approved purchase order. This purchase order must have the purchases itemized and must have the signed authorization of the activity advisor and student representative. A copy of this purchase order must be attached to final invoices when presented for a check request for payment.

Payment of Merchandise and Services

"Payment" simply means taking money out of the activity account in order to pay for goods or services. Following the procedures outlined in this booklet will protect the advisor from questions about intentions and purposes of payments.

All payments made for merchandise and/or services will be made by check from the appropriate activity account.

Every item submitted for payment must have substantiation. It is necessary to show proof that any money being withdrawn from any account is justified, that the payee does exist and that the transaction is legitimate. Letters or correspondence, bills of sale, sales slips, or any other documentation can be used as proof of a valid payment request.

Payment can be made only from an **original invoice**; statements or summaries are not acceptable.

Many times, a school organization will be involved in hiring and payment for services such as assemblies, entrance fees or disc jockeys. Copies of contracts, registration forms or letters of correspondence will serve as substantiation.

Interest Income

Activities fund balances will be deposited in interest-bearing accounts or otherwise invested in interest-earning investments permitted by School Code. Because Section 51 l(d) of the Public School Code of 1949 provides that student activities funds "remain the property of the respective school, class, organization, club, society or group", the interest earnings shall be prorated and distributed yearly to the depositor organizations which maintain a positive year-end balance.

Account Ledger

All bookkeeping of financial transactions (deposits, purchases, payments and transfers) will be recorded at the district business office. This financial information shall serve as the official financial record and will be subject to a yearly audit. For a valid learning experience, the students should keep their own set of books and not rely entirely on the business office reports. It is recommended that the activity advisor and student representative meet with business office personnel periodically to review the official records of their organization/activity.

Auditing Accounts

The designated district audit firm will conduct an annual audit on all activity accounts and check on business procedures for those accounts. The auditors will be especially concerned with:

1. Listing of student officers for the organization/activity.
2. Conformity and consistency in student and advisor authorization for purchases and payments.
3. Proper substantiation for all payments.
4. Proper approvals for payments made.
5. Each activity is following the procedures established by the district.

Steps for a Club Advisor

1. Apply for the Club/Activity via Frontline [Club/Advisor Job Postings](#)
 - a. Positions are posted in May of the previous year
 - b. Once your application has been submitted and you are chosen for the position, your name will be submitted to the School Board for approval
2. Once you are Board Approved you will need to go into Frontline and fill out the Club/Activities Form before starting the Club/Activity. [Club/Activity Forms](#)
3. In this form, you will indicate the Club/Activity name, Building, meeting days/dates, and the times the club will meet. Also the anticipated number of students and the Facility Use Request.
4. Your building's Club/Activity administrator will approve your form and once that is complete, you can begin your Club/Activity. Please remember to get permission forms from all students, and to take attendance at EACH meeting. (You will need to submit the attendance paperwork with your time sheet completed and End of the Year Report to be paid).

Thank you for your commitment to our students!

Pleasant Valley School District

STUDENT APPLICATION & PARENT/GUARDIAN CONSENT

for Participation in Club, Intramural, or Non-Athletic Team Activity

Student Name: _____ Grade: _____
(Please Print)

I hereby make application to participate in _____
(Club/Activity)
on _____.
(Day(s) of the Week)

Student Signature ____/____/____
Date

Parent/Guardian consent is required for student to participate in the above-named activity.

I, _____, parent/guardian of _____
Please PRINT Parent/Guardian Full Name Student Full Name

give permission for _____ to participate in _____
Student First Name Activity

after school on _____.
Day/s of the Week

I am aware that transportation will not be provided and I will be responsible for picking up the student or making arrangements to have the student picked up.

Parent/Guardian Phone _____
HOME CELL WORK/OTHER

Emergency Contact Name: _____ Phone: _____

I recognize that hazards may be encountered and neither the school nor any school authority will be held responsible in case of personal injury.

Parent/Guardian, please initial one of the following:

_____ I have already purchased school insurance for my child this school year.

_____ I have other insurance coverage as indicated below:

Name of Insurance Carrier _____

Policy/Agreement Number _____

Parent/Guardian Signature: _____ Date: ____/____/____

Club/Intramural/Non-Athletic Activity

Advisor/Co-Advisor Time Sheet

Name: _____

Activity: _____

Position: ☐ Advisor ☐ Co-Advisor

[illegible][illegible]

TOTAL HOURS: _____.

At the conclusion of your club/activity, this form along with the club/activity participation report, the student attendance record, and the Payment Distribution Summary must be completed and forwarded to the Assistant Principal (or Director of Athletics, if PIAA.)

Advisor Signature _____

Date Submitted _____

Club/Activity End of Year Report

Due May 1st

***Must be completed to receive compensation**

Name: _____ Date Submitted: _____

Description of Club/Activity Accomplishments:

Number of Students who consistently participated in Club/Activity: _____

Club Met (*minimum 1 time per month*):

Times per Month	Months From - To	Time <i>i.e. 3:00 – 4:00 PM</i>	Building	Location <i>i.e. Computer Lab</i>

Events/Field trips that occurred:

Community Service Project (*if applicable*)

Name of Project: _____ Date: _____

Brief Description of what took place: _____

Signature: _____ Date: _____

Thank you for supporting our students!

Appendix A:
Section 511 PA School Code

Section 511. School Athletics, Publications, and Organizations.--

(a) The board of school directors in every school district shall prescribe, adopt, and enforce such reasonable rules and regulations as it may deem proper, regarding (1) the management, supervision, control, or prohibition of exercises, athletics, or games of any kind, school publications, debating, forensic, dramatic, musical, and other activities related to the school program, including raising and disbursing funds for any or all of such purposes and for scholarships, and (2) the organization, management, supervision, control, financing, or prohibition of organizations, clubs, societies and groups of the members of any class or school, and may provide for the suspension, dismissal, or other reasonable penalty in the case of any appointee, professional or other employe, or pupil who violates any of such rules or regulations.

(b) Any school or any class activity or organization thereof, with the approval of the board, may affiliate with any local, district, regional, State, or national organization whose purposes and activities are appropriate to and related to the school program.

(b.1) Private schools shall be permitted, if otherwise qualified, to be members of the Pennsylvania Interscholastic Athletic Association except that private schools located in cities of the second class which are members of the Pennsylvania Interscholastic Athletic Association shall, if they so elect, be assigned to a district or section outside of the geographical boundary of the second class city but contiguous thereto, and shall participate in Pennsylvania Interscholastic Athletic Association sponsored athletic contests in that section. The association shall not prohibit a private school from being a member solely on the grounds that the coach or a member of the coaching staff of any athletic team is not a teacher, or professional employe, either full-time or part-time, at such private school, except that this provision shall not apply to coaches or members of the coaching staff initially employed after January 1, 1965. ((b.1) amended June 26, 1974, P.L.370, No.125)

(c) The board of school directors may (1) permit the use of school property, real or personal, for the purpose of conducting any activity related to the school program, or by any school or class organization, club, society, or group, (2) authorize any school employe or employes to manage, supervise and control the development and conduct of any of such activities, (3) employ or assign any school employe to serve in any capacity in connection with any of such activities.

(d) Notwithstanding the use of school property or personnel, it shall be lawful for any school or any class or any organization, club, society, or group thereof, to raise, expend, or hold funds, including balances carried over from year to year, in its own name and under its own management, under the supervision of the principal or other professional employe of the school district designated by the board. Such funds shall not be the funds of the school district but shall remain the property of the respective school, class, organization, club, society, or group. The treasurer or custodian of such funds shall furnish to the school district a proper bond, in such amount and with such surety or sureties as the board shall approve, conditioned upon the faithful performance of his duties as treasurer or custodian. The premium of such bond, if any, shall be paid from the fund or funds secured thereby or from the funds of the school district, at the discretion of the board. The treasurer or custodian shall be required to maintain an accounting system approved by the board,

shall deposit the funds in a depository approved by the board, shall submit a financial statement to the board quarterly or oftener, at the direction of the board, and shall submit the accounts to be audited in like manner as the accounts of the school district.

(e) All purchases of materials or supplies made 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 section 807.1. ((e) amended June 29, 2002, P.L.524, No.88)

(f) The board of school directors of any district is hereby authorized to appropriate any monies of the district for the payment of medical and hospital expenses incurred as a result of participation in such athletic events or games, practice or preparation therefor, or in transportation to or from such athletic events or games, or the practice or preparation therefor, and for the purchase of accident insurance in connection with such participation and transportation. ((f) added Apr. 22, 1949, P.L.726, No.178)

(511 amended Apr. 14, 1949, P.L.460, No.85)

Appendix B:

Pleasant Valley School District

Policy 618 - Student Activity/Special Purpose Funds

Appendix B: Pleasant Valley School
District - Policy 618
Student Activity/Special Purpose
Funds



Book	Policy Manual
Section	600 Finances
Title	Student Activity Funds
Code	618
Status	Active
Legal	1. 24 P.S. 511 2. Pol. 811 3. 24 P.S. 440.1 4. 24 P.S. 623 5. Pol. 608 6. 24 P.S. 807.1 7. Pol. 619 Pol. 000
Adopted	January 25, 2018
Last Revised	March 9, 2023

Purpose

The Board recognizes that student activities provide a valuable learning experience for students both from the specific activity and from the related fundraising, control, and disposition of funds associated with a club, society, organization, and class operations. The Board also recognizes the need to establish financial supervision and controls for the administration of such funds, as well as special purpose funds that are created to benefit students and/or the community. It is the intent of the Board that such funds raised by a student activity or organization within the district are to be used solely for the benefit of the activity or organization which raised the funds.

Definitions

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.

For purposes of this policy, **special purpose funds** shall include, but are not limited to, adult education, scholarship funds, and other such self-sustaining activity.

Authority

In no instance are student activity funds to be used to supplant or replace allocations of the general fund, nor does the Board intend that student activity funds shall become the source of funds to be used at the discretion of any one individual to cover expenditures for which no other provision has been made through the normal budgetary process.

The objective of this policy, therefore, is to establish a consistent, district-wide policy for the establishment, control, and management of various student activity and/or special purpose funds authorized by the Board.[\[1\]](#)

Delegation of Responsibility

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

The building administrator is responsible for working with students and advisors and implementing policies and procedures. The Business Manager shall serve as custodian of the funds and shall countersign all checks drawn upon them. Business office personnel who are responsible for student activity funds shall be bonded.[\[2\]](#)

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

For student activity funds, 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 building administrator, who in turn shall submit reports to the business office.

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 or special purpose funds 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 involved.[\[1\]](#)

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.[\[1\]](#)[\[6\]](#)

Funds may be comingled as necessary to provide for the most effective handling and investment, provided that the business office maintains accurate individual accounting records and apportions investment earnings to each of the activity accounts on a prorated basis.

All funds shall be 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 activity 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.[\[7\]](#)

The Board approval of the disbanding of any organization shall include the disposition of any funds being held in the name of the organization.

Graduating Classes

Upon graduation, the funds raised by each class and remaining unspent shall be distributed in a manner consistent with the wishes of the class officers. The building administrator or designee shall counsel the officers with regard to a suitable and appropriate class gift.

Funds shall not be held in the student activity fund for reunions or other postgraduate affairs on any class.

Graduating classes will also be given a reasonable period of time after graduation to make a decision about the disposition of their unused class account balance. This time period is not to exceed two (2) years from the date of graduation.

The funds can be used toward the purchase of assets for the school district or for another educational program designated by the graduating class and approved by the former advisor and building administrator. The funds cannot be transferred to their own class bank account for class reunions, etc. Every effort will be made to expend the funds prior to graduation, but in no case will these funds be retained beyond two (2) years from the date of graduation. If the appropriate members of the graduating class cannot make a decision as to the disposition of funds, the principal will organize a committee consisting of representatives from the Student Government Association and faculty advisors who in turn will make and document the decision as to the disposition of these funds. The disposition of funds will be in honor of that particular graduating class.

Appendix C.1:

Frontline Central PV – Fundraiser Request Form

APPENDIX C.1 - Frontline Central PV Fundraiser Request Form

<https://app.frontlineeducation.com/ec-overview/employee>

PV Fundraiser Request

Sent Today At 8:39 AM By ADVISOR

Workflow Step 1 | Form Entry | **ADVISOR**

Fundraiser Request Forms must be filled out by the Advisor/Coach.

Advisor/Coach First Name*

Advisor/Coach Last Name*

Group:*

--

Grade/Program*

--

Building*

--

Activity/Event:*

--

Describe the Activity/Event:*

Items to be Sold:*

--

Requested Start Date of
Activity/Event/Sale:*

--

Request End Date of Activity/Event/
Sale:*

--

Number of Students Involved:*

--

Earning Goal: \$*

--

Company working with:*

Pleasant Valley SD

Cost Involved: \$*

--

Mock-up of item to be Sold:

☐ N/A

☐ Attached

File Upload(s)

If items to be sold are designed or created for this fundraiser, i.e. T-shirts, a complete mock-up of the item(s) must be attached.

No files uploaded

Maximum file size: 50 MB

Signed Contract:*

☐ N/A*

☐ Completed & Attached*

File Upload(s)

Upload Signed Contract Here

No files uploaded

Maximum file size: 50 MB

Will district facilities be needed?*

☐ Yes

☐ No

If yes, which facility?

--

Time*

--

Facility Use Request Submitted*

☐ N/A

☐ Yes

Facility Use Request Completed Online by:

--

Athletic Approval | Review & Approve (Or Deny) | Director of Athletics

Please Sign*

Date

Facility Approval | Review & Approve (Or Deny) | RANDY SMALE

Please Sign*

Date

Business Office Approval | Review & Approve (Or Deny) | Assistant Business Manager

Please Sign*

Date

Conclusion of Fundraiser | Form Entry | ADVISOR

This section MUST be completed at the conclusion of the fundraiser. A copy of this form with the section below filled out, must be submitted to the Business Office and funds should be deposited into the respective bank account ON THE NEXT BUSINESS DAY.

Name of item sold:*

Unit cost:*

Amount item was sold for:*

Number of items sold:*

Money collected:*

Profit:*

File Upload(s)

Please attach a copy of the approved form to the Student Activity Purchase Order when submitting to the Business Office for payment to the charitable organization your group has chosen. The donation will not be processed without it. *

No files uploaded

Amount Deposited*

Total Account Balance*

Please Sign*

Date*

Appendix C.2

Request for Fundraiser Form



PLEASANT VALLEY SCHOOL DISTRICT
Brodheadsville, Pennsylvania



FUNDRAISER APPROVAL & PROCEDURES

1. Any club or sports team wishing to hold a fundraiser must complete and submit the Fundraiser Request form.
 - Sports Teams: the form **MUST** be completed by the booster president or treasurer.
 - *In the event a sports team does NOT have a booster club, the sports team must have an officer of the All Sports Club (ASC) complete the fundraising form.*
 - Clubs: Advisors **MUST** complete the form

*Refer to **Policy 229 Student Fundraising** to verify the number of fundraisers your team or club is permitted to hold each school year (July 1 - June 30).*

2. The fundraiser forms must be submitted to Lisa Undari in the Athletics Office, **at least fifteen (15) days prior** to the start of the fundraiser.
 - Forms will be reviewed and signed by either Jim Korcienski or Lisa Undari.
3. From the Athletic Office, the signed form will be sent to the Director of Operations, if a Pleasant Valley Facility is being requested.
4. The building assistant principal will review the list of the requested fundraisers that will be shared by Lisa Undari.
5. Once the fundraiser has been approved, the advisor, booster club president/treasurer, or ASC officer will be notified via email.
6. Fundraisers may **not** be advertised until the approval email is received.
7. If the approved dates change, for any reason, the Athletics Office **must** be notified.
8. When the fundraiser concludes, all money **must** be deposited to the respective bank account on the next business day.
 - The bottom portion of the approved fundraising form **must** be completed and submitted to the Business Office **and** the Athletic Office via drop-off or email.
 - *District Office hours - 7:00 AM – 4:00 PM Monday thru Friday;*
 - *eilber.donna@pvbears.org*
 - *Athletic Office hours - 7:00 AM – 3:00 PM Monday thru Friday*
 - *undari.lisa@pvbears.org*
9. If this process, or any part of it, including completion of the fundraising form at the conclusion of the event, is not followed, future fundraisers and/or their approvals will be in jeopardy.
10. If a Small Game of Chance License is required for this event and you will not be utilizing the ASC's license, please complete page 2. You **must** also include a copy of the license you will be using, as well as the name of the officer who will be present at the fundraiser.



PLEASANT VALLEY SCHOOL DISTRICT

2026-2027

REQUEST for FUNDRAISER – Page 1

THIS FORM MUST BE SUBMITTED FOR APPROVAL AT LEAST FIFTEEN (15) DAYS BEFORE THE FUNDRAISER MAY BEGIN.

Per Policy 229: Adult authorized by coach or advisor must be present at all fundraisers. Treasurer must be present whenever money is exchanged.

Group/Tier: _____ Grade/Program _____

SAO Rep: _____ Building _____

Activity/Event: _____ Items to be Sold: _____

If items to be sold are designed or created for this fundraiser, i.e. T-shirts, a complete mock-up of the item(s) must be attached to this application.

Describe the Activity/Event: _____

Requested Date(s) of Activity/Event/Sale: (Start) _____ (End) _____ *Any date change **must** be reported to the Athletics Office.*

Number of Students Involved: _____ Earning Goal: \$ _____

Company working with: _____ Cost Involved: \$ _____

Signed Contract: (✓) _____ N/A _____ Completed & Attached Mock-up of Item to be Sold: (✓) _____ N/A _____ Attached

Will district facilities be needed? _____ If yes, which facility? _____ Time _____

Facility Use Request Submitted: (✓) _____ N/A _____ Completed Online by: _____

If a Small Game of Chance License is needed, will your group/tier be utilizing the ASC license: (Y) _____ (N) _____ (If no, please submit page 2)

SAO REP - BOOSTER PRESIDENT or TREASURER - ALL SPORTS CLUB:

Signature indicates Policy 229 and all rules and procedures have been read, are understood, and will be followed.

Signature: _____ Position: _____

Email: _____ Phone: _____

APPROVALS:

1. Athletic Office: _____
Initial _____ Date _____

If district facility is used
2. Director of Operations: _____
Initial _____ Date _____

3. Assistant Business Manager: _____
Initial _____ Date _____

NON-Student Affiliated Organizations: Funds from this activity may be contributed to: United Way, American Red Cross, PVEN, Special Olympics, or other charitable organization(s). Please identify the organization(s) here: _____

Please attach a copy of this approved form to the Student Activity Purchase Order when submitting to the business office for payment to the charitable organization your group has chosen. The donation will not be processed without it.

This section **MUST** be completed at the conclusion of the fundraiser. A copy of this form with the section below filled out, must be submitted to the Business Office **and** the Athletic Office via drop-off or email. Funds should be deposited into the respective bank account **on the next business day.**

Items Sold	Unit Cost	Sold for \$	# Sold	Collected	Profit

Amount Deposited: \$ _____

Total Account Balance: \$ _____

SAO Rep - Booster President or Treasurer – ASC Officer Signature _____

FUNDRAISER SMALL GAMES OF CHANCE INFORMATION – Page 2

THIS FORM MUST BE SUBMITTED FOR APPROVAL WHEN USING A SMALL GAME OF CHANCE LICENSE OTHER THAN THE SUGGESTED ALL-SPORTS CLUB'S LICENSE.

Small Game of Chance Officer Information:

Name: _____ **Date:** _____

Address: _____

Phone #: _____

I, _____, the Small Game of Chance Officer, will be present on the following

Date(s): _____ **for** _____.

Please sign and date:

Small Game of Chance Officer: _____ **Date:** _____

Booster Club President: _____ **Date:** _____



Appendix D

Student Activity Purchase Order

Activities Purchase Order # A

PLEASANT VALLEY STUDENT ACTIVITIES

Order Firm /
Address

Advisor
Activity
Building
Date

Advisor Signature

Student Signature



Office Use Only	
Approved	☐ _____
Approved	☐ _____
Approved	☐ _____
Not Approved	☐ _____

Quantity	Description	Cost

Advisor’s Signature indicating check receipt _____

Appendix E

Section 8-807.1

PA School Code – Purchase of Supplies

Section 807.1. Purchase of Supplies.--(a) ((a) deleted by amendment)

(a.1) ((a.1) deleted by amendment)

(a.2) All furniture, equipment, textbooks, school supplies and other appliances for the use of the public schools costing, subject to adjustment under section 120, a base amount of eighteen thousand five hundred dollars (\$18,500) or more shall be purchased by the board of school directors only after due advertisement as hereinafter provided. Supplies costing, subject to adjustment under section 120, a base amount of eighteen thousand five hundred dollars (\$18,500) or more shall be purchased by the board of school directors only after public notice has been given by advertisement once a week for three (3) weeks in not less than two (2) newspapers of general circulation. In any district where no newspaper is published, said notice may, in lieu of such publication, be posted in at least five (5) public places.

(a.3) Written or telephonic price quotations from at least three (3) qualified and responsible vendors shall be requested by the board of school directors for all purchases of supplies that exceed a base amount of ten thousand dollars (\$10,000), subject to adjustment under section 120, but are less than the amount requiring advertisement and competitive bidding, or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three (3) qualified vendors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the vendor and the vendor's representative, the supplies which were the subject of the quotation and the price of the supplies. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years.

(b) ((b) deleted by amendment)

(b.1) The board of school directors shall accept the bid of the lowest responsible bidder, kind, quality, and material being equal, but shall have the right to reject any and all bids or select a single item from any bid. The board of school directors in any district may authorize or appoint the secretary of the board or other executive as purchasing agent for the district, with authority to purchase supplies that cost a base amount of less than eighteen thousand five hundred dollars (\$18,500), subject to adjustment under section 120.

(c) The following shall be exempt from the above provisions: maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use.

(d) ((d) deleted by amendment)

(e) No board of school directors shall evade the provisions of this section as to advertising for bids or purchasing materials piecemeal for the purpose of obtaining prices under the base amount of eighteen thousand five hundred dollars (\$18,500), subject to adjustment under section 120, upon transactions which should, in the exercise of reasonable discretion and prudence, be conducted as one transaction amounting to more than a base amount of eighteen thousand five hundred dollars (\$18,500), subject to adjustment under section 120. This provision is intended to make unlawful the practice of evading advertising requirements by making a series of purchases or contracts each for less than the advertising requirement price, or by making several simultaneous purchases or contracts each below said price, when in either case

the transaction involved should have been made as one transaction for one price.

(807.1 amended June 30, 2012, P.L.684, No.82)

Compiler's Note: See section 34 of Act 82 of 2012 in the appendix to this act for special provisions relating to applicability.

Compiler's Note: Section 5 of Act 97 of 2011, which amended section 807.1, provided that Act 97 shall apply to contracts and purchases advertised on or after January 1 of the year following the effective date of section 5.

Appendix F

Student Activity Deposit Slip

Appendix F: Student Activity Deposit Slip

STUDENT ACTIVITY DEPOSIT SLIP

Date of Deposit: _____

Activity Name: _____

Advisor's Name: _____

School: _____

Reason & Dates of Collections of Monies: _____

Advisor's Signature Verifying Total Amt
Of Deposit: _____

CASH: _____

COIN: _____
(must be counted and not wrapped)

CHECKS: _____
(list below – 6 or more needs adding
machine tape to be attached)

TOTAL DEPOSIT: _____

Listing of Checks:

Last Name	Check #	Amount
-----------	---------	--------

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

STUDENT ACTIVITY DEPOSIT SLIP

Date of Deposit: _____

Activity Name: _____

Advisor's Name: _____

School: _____

Reason & Dates of Collections of Monies: _____

Advisor's Signature Verifying Total Amt
Of Deposit: _____

CASH: _____

COIN: _____
(must be counted and not wrapped)

CHECKS: _____
(list below – 6 or more needs adding
machine tape to be attached)

TOTAL DEPOSIT: _____

Listing of Checks:

Last Name	Check #	Amount
-----------	---------	--------

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery.

Appendix G

Pleasant Valley School District
Policy 246 - Student Wellness

Appendix G: Pleasant Valley School District Policy 246 - Student Wellness



Book	Policy Manual
Section	200 Pupils
Title	Student Wellness
Code	246
Status	Active
Legal	1. 42 U.S.C. 1758b 2. 7 CFR 210.31 3. 7 CFR 210.15 4. 24 P.S. 1422 5. 24 P.S. 1513 6. Pol. 102 7. Pol. 105 8. Pol. 808 9. 24 P.S. 1512.1 10. 7 CFR 210.10 11. 7 CFR 220.8 12. 24 P.S. 701 13. 24 P.S. 742 14. 42 U.S.C. 1751 et seq 15. 42 U.S.C. 1773 16. 7 CFR 210.30 17. 7 CFR 210.11 18. 7 CFR 220.12 19. Pol. 229 20. 24 P.S. 504.1 21. Pol. 209.1 7 CFR Part 210 7 CFR Part 220 24 P.S. 1337.1 24 P.S. 1422.3 P.L. 111-296 Pol. 103 Pol. 103.1

Purpose

The Pleasant Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts the Student Wellness policy based on the recommendations of the School Health Council and in accordance with federal and state laws.[\[1\]](#)[\[2\]](#)

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible to monitor each of the district's schools, programs and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.[\[1\]](#)[\[2\]](#)

Each building administrator or designee shall report to the Superintendent or designee regarding compliance in his/her school.[\[2\]](#)

Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.

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

1. Assessment of school environment regarding student wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.

4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

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 a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include: [\[1\]](#)[\[2\]](#)

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued. [\[2\]](#)

The district shall annually inform and update the public, including parents/guardians, students and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the Student Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the Student Wellness policy; and a means of contacting Wellness Committee leadership. [\[1\]](#)[\[2\]](#)

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the Student Wellness policy, which shall include: [\[2\]](#)[\[3\]](#)

1. The written Student Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the Student Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the Student Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the Student Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[1]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a Student Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.
[2]

Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.[4]

The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

The Advisory Health Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The Advisory Health Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Advisory Health Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[4]

Nutrition Education

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.[5][6][7]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

School food service and nutrition education classes shall cooperate to create a learning laboratory.

Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[8]

Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall be encouraged to participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity shall be discouraged.

Physical activity breaks shall be provided for elementary students during classroom hours.

Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.

District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

Physical activity shall not be used or withheld as a form of punishment.

District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school.

Students and the community shall have access to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[6][7][9]

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical activity shall not be used or withheld solely as a form of punishment.

Other School Based Activities

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.[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[\[8\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools may implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[\[10\]](#)

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians upon request.

Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

The district shall provide appropriate training to all staff on the components of the Student Wellness policy.

Goals of the Student Wellness policy shall be considered in planning all school based activities.

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

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

The district shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the district's healthy learning environment program and applicable laws and regulations.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[\[10\]](#)[\[11\]](#)[\[14\]](#)[\[15\]](#)

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

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.[\[2\]](#)[\[17\]](#)[\[18\]](#)

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 jurisdiction of the school that students may access during the school day.[\[2\]](#)[\[17\]](#)

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.[\[2\]](#)[\[17\]](#)

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[17\]](#)

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.[\[19\]](#)

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.[\[17\]](#)

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 for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g.,

guest chef, field trip to a farm or farmers market, etc.).

2. Classroom Parties and Celebrations:

- a. 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.
- b. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
 - i. Fresh fruits/vegetables; and
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- c. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- d. All foods brought into school by parents/guardians/students during school hours which are to be shared among students i.e. birthdays/class parties must follow district guidelines, must be purchased in stores, prepacked/sealed and must contain a complete list of the ingredients on the package. Students are not permitted to bring in shared items unless discussed with a teacher/staff member prior.

Ingredients are to be checked by a staff member prior to being passed out due to potential allergens. Homemade goods are prohibited to be shared amongst the class. Foods from outside sources, such as homemade, and fast food items will not be made available to anyone other than the student from whose home it was sent.

3. Shared Classroom Snacks:

- a. Shared classroom snacks are not permitted in district schools unless they are approved by the building administration and are instructionally relevant.
- b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages will be shared in the classroom for instructional/educational purposes relevant to the curriculum.

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 handbooks, 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.[\[2\]](#)[\[17\]](#)

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.[\[20\]](#)

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[21]

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.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.