

Policy Committee Meeting

Tuesday, September 8, 2026 5:15 PM

District Office Board Room, 6746 Carlisle Pike, Mechanicsburg, PA 17050

1. **Call to Order - Andrew Clancy, Committee Chair**

2. **Approval of the Minutes**

2.A. Approval of May 20, 2026 Policy Committee Meeting Minutes

3. **Section 300 Employees**

3.A. Policy 306 Employment of Summer School Staff / Retirement of
Policy 406 in the Professional Employees Section

3.B. Policy 314.1 HIV Infection / Retirement of Current Policies
314.1, 414.1 and 514.1

4. **Section 700 Property**

4.A. Policy 704 Maintenance

4.B. Policy 709 Building Security

4.C. Policy 716 Integrated Pest Management

5. **Section 900 Community**

5.A. Policy 912.1 Research Involving District Students and Staff

6. **Committee Questions / Comments**

7. **Adjournment - Andrew Clancy, Committee Chair**



BOARD POLICY

406 Employment of Summer School Staff

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
406	6/19/1997	v1	ACTIVE
PRINTED			
9/4/2026			

Purpose

The Board directs that summer school program employees will be qualified and competent to fulfill assignments in accordance with these guidelines.

Authority

The Board shall approve the employment, fix the compensation and establish the period of employment for each person employed in the summer school program of this district, when said program is authorized by the Board.

[\[1\]](#)[\[2\]](#)[\[3\]](#)

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.[\[4\]](#)

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Delegation of Responsibility

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for summer school employment.

Vacancies for summer school employment will be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others as may assist in assessing the candidate's qualifications shall be sought. Such records shall be retained confidentially and for official use only.

Legal Footnotes

[1] 24 P.S. 406
LEGAL REFERENCE

[2] 24 P.S. 1146
LEGAL REFERENCE

[3] 24 P.S. 1901
LEGAL REFERENCE

[4] 24 P.S. 111
LEGAL REFERENCE

Legal References

No additional references listed.



BOARD POLICY

314.1 HIV/AIDS

POLICY NUMBER	ADOPTED	REVISED	VERSION
314.1	6/19/1997	11/17/1997	v1
DOCUMENT STATUS	PRINTED		
ACTIVE	9/4/2026		

Authority

It is the policy of the Cumberland Valley School District to provide a concerned and nondiscriminatory environment for individuals with HIV (Human Immunodeficiency Virus) infection or AIDS (Acquired Immunodeficiency Syndrome).

Employees shall not be discriminated against on the basis of their HIV or AIDS status, or perception thereof, as set forth in the Pennsylvania Human Relations Act, the Americans with Disabilities Act (ADA), the Federal Rehabilitation Act of 1973, and the Confidentiality of HIV Related Information Act (Act 148 of 1990).

Consistent with the ADA, Cumberland Valley employees may request reasonable accommodations which will allow them to continue to function with their disability.

No current or prospective employee shall be required to receive an HIV antibody test or any other diagnostic test for HIV as a condition of employment or continued service.

Guidelines

Health Care and Counseling

Employees shall have access to health care benefits and Cumberland Valley Employee Assistance Programs. All service providers shall maintain confidentiality in accordance with the Confidentiality of HIV Related Information Act.

Confidentiality

Employees who have access to medical documentation and other information, will follow procedures in accordance with the provisions of the Confidentiality of HIV-Related Information Act. Supervisors, managers, and others included in making and implementing personnel management decisions involving employees with HIV/AIDS must strictly observe applicable confidentiality requirements.

Records indicating an individual's HIV or AIDS status shall be made available only with the expressed written consent of the employee and only to approved officials who have a need to know this information in order to carry out the purposes for which the information has been retained. Confidentiality is to be maintained with both written information and oral communication. If written employee information exists, it is not to be maintained in the employee's official personnel folder. It is to be maintained in a separate, locked file drawer or compartment, or in another secure place with restricted access, under jurisdiction of the party who received the information.

Staff Education

The district encourages education about HIV and AIDS and the maintenance of up-to-date policies on HIV and AIDS. Education on HIV/AIDS should be directed at establishing a basic understanding of the disease, ensuring adequate safety precautions are taken, reducing unwarranted fears about transmission of HIV, and encouraging those educated to curtail behaviors that contribute to the spread of the virus.

The district shall provide information to its employees through annual Instruction For Preventing The Spread Of Infectious Diseases In The Workplace, which stresses the use of universal precautions. Staff should refer to the latest yearly update of these instructions.

Instruction for Preventing the Spread of Infectious Diseases in the Work Place

To prevent the spread of infectious diseases (i.e., hepatitis B, human immunodeficiency virus (HIV), all Cumberland Valley School District personnel will follow the procedures listed below when handling body fluids (i.e., blood, urine, vomitus, etc.) in the work place:

1. Universal Precautions will be followed. The term **universal precautions** refers to a concept of bloodborne disease control which requires that all human blood and other potentially infectious materials be treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens regardless of the perceived "low risk" of a patient or patient population.
2. Those treating or assisting injured persons or cleaning soiled surfaces should avoid exposure of open skin injury or mucous membranes to the blood or body fluids by always wearing protective disposable gloves.

3. Surfaces soiled with blood or body fluids should be promptly cleaned with a disinfectant as supplied by the district or household bleach (diluted 1 part bleach to 10 parts water). Mops and all cleaning equipment coming in contact with the blood or body fluids should be rinsed in the disinfectant. The disinfectant solution should be discarded after each use.
4. Disposable towels or tissues should be used in treatment and clean up.
5. Body fluid or blood soaked items should be disposed of in double plastic bags which must be sealed or tied to prevent leakage or contamination.
6. Upon completion of the treatment or clean up, the soiled gloves should be removed and disposed of in a sealed plastic bag, taking care to avoid skin contact with exterior surface of the gloves.
7. Hand washing should take place as soon as possible after exposure to blood and upon removing soiled/contaminated gloves. Antiseptic hand cleaner is recommended. If this is not available, regular soap and running water is an acceptable alternative.

In case of direct exposure via handling body fluids, the employee is required to notify the school nurse and complete an Accident/Incident report form and Workers' Compensation form. Cumberland Valley School District will offer/require MD consultation to determine the exposure potential and explain diagnostic/treatment options.

By following these routine hygienic procedures in treating and cleaning up when blood or body fluids are involved, the potential for the spread of infections in this manner will be greatly reduced.

The school nurse assigned to your building is available to respond to questions you may have concerning the procedures.

Delegation of Responsibility

Any inquiries from the public or media regarding HIV cases shall be handled by the Superintendent.

Legal References

No additional references listed.



BOARD POLICY

414.1 HIV/AIDS

POLICY NUMBER	ADOPTED	REVISED	VERSION
414.1	6/19/1997	11/17/1997	v1
DOCUMENT STATUS	PRINTED		
ACTIVE	9/4/2026		

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Delegation of Responsibility

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Legal References

No additional references listed.



BOARD POLICY

514.1 HIV/AIDS

POLICY NUMBER	ADOPTED	REVISED	VERSION
514.1	6/19/1997	11/17/1997	v1
DOCUMENT STATUS	PRINTED		
ACTIVE	9/4/2026		

Authority

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Consistent with the ADA, Cumberland Valley employees may request reasonable accommodations which will allow them to continue to function with their disability.

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Guidelines

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The school nurse assigned to your building is available to respond to questions you may have concerning the procedures.

Delegation of Responsibility

Any inquiries from the public or media regarding HIV cases shall be handled by the Superintendent.

Legal References

No additional references listed.



BOARD POLICY

704 Maintenance

POLICY NUMBER	ADOPTED	REVISED	VERSION
704	6/19/1997	11/6/2019	v1
DOCUMENT STATUS	PRINTED		
ACTIVE	9/4/2026		

Purpose

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of District facilities.

Authority

The Board directs that a continuous program of inspection and maintenance of all District buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of maintenance, repair and improvement of buildings and facilities.
2. Long-range plans for building modernization and conditioning.

The Superintendent shall report annually to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

Legal Footnotes

[1] 24 P.S. 701
LEGAL REFERENCE

[2] 24 P.S. 742
LEGAL REFERENCE

[3] 24 P.S. 772
LEGAL REFERENCE

Legal References

No additional references listed.



BOARD POLICY

709 Building Security

POLICY NUMBER	ADOPTED	REVISED	VERSION
709	6/19/1997	1/19/2021	v1
DOCUMENT STATUS	PRINTED		
ACTIVE	9/4/2026		

Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Building security shall be coordinated by the School Safety and Security Coordinator, with the cooperation of District administrators, building principals and District staff. [\[1\]](#) [\[2\]](#)

The Superintendent or designee shall develop administrative regulations designating who may be authorized to access District building(s), the designated level of access and who may have after-hours access to District facilities.

Guidelines

After the start of the school day, access to school buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated school staff shall follow established Board policy and procedures for entry of school visitors and other authorized individuals into school buildings. [\[3\]](#)

Legal Footnotes

[1]

Pol. 805 — Emergency Preparedness and Response

POLICY REFERENCE

[2]

Pol. 805.2 — School Security Personnel

POLICY REFERENCE

[3]

Pol. 907 — School Visitors

POLICY REFERENCE

Legal References

No additional references listed.



BOARD POLICY

716 Integrated Pest Management

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
716	11/18/2002	v1	ACTIVE
PRINTED			
9/4/2026			

Purpose

The Cumberland Valley School District shall utilize Integrated Pest Management procedures to manage structural and landscape pests and the pesticides used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.

[\[1\]](#) [\[2\]](#)

Definitions

The following words and terms, when used in this policy or in its implementing guidelines, shall have the following meanings, unless the context clearly indicates otherwise:

IPM – Integrated Pest Management. The coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

IPM Plan – Integrated Pest Management Plan. A plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[3\]](#)

Board – the Board of School Directors of Cumberland Valley School District.

District – the Cumberland Valley School District.

Superintendent – the Superintendent of the Cumberland Valley School District.

Authority

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[4\]](#)[\[5\]](#)

The Board shall adopt an IPM Plan for district buildings and grounds that complies with policies and regulations promulgated by the Pennsylvania Department of Agriculture.[\[3\]](#)

Delegation of Responsibilities

The Superintendent or designee shall be responsible to implement IPM procedures and to coordinate communications between the district and the approved IPM contractor.

The Board shall designate an employee to serve as IPM coordinator for the district.

The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[\[3\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

IPM strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An IPM decision shall consist of the following five (5) steps:

1. Identify pest species.

2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

An IPM Plan shall include the education of staff, students and the public about IMP policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:[3]

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the school building.
3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.[3]

The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.[3]

Legal Footnotes

[1] 22 PA Code 4.12
LEGAL REFERENCE

[2] Pol. 102 — Academic Standards
POLICY REFERENCE

[3] 24 P.S. 772.1
LEGAL REFERENCE

[4] 7 PA Code 128.1
LEGAL REFERENCE

[5] 3 P.S. 111.21
LEGAL REFERENCE

Legal References

No additional references listed.

