

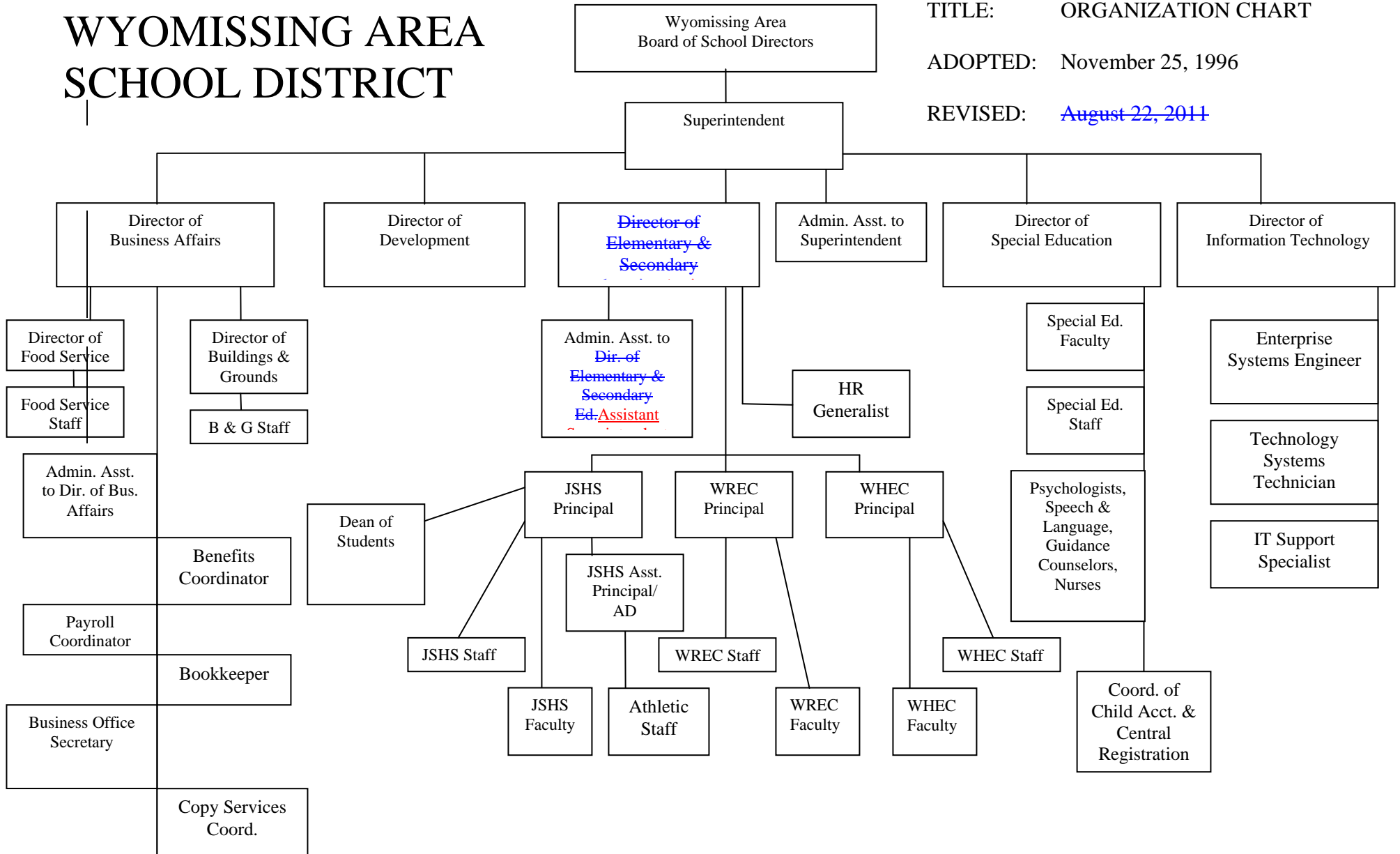
SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION CHART

ADOPTED: November 25, 1996

REVISED: [August 22, 2011](#)

WYOMISSING AREA SCHOOL DISTRICT





SECTION: PROGRAMS
TITLE: SUDDEN CARDIAC ARREST
ADOPTED:
REVISED:

123.2. SUDDEN CARDIAC ARREST

1. Authority
24 P.S.
Sec. 5331 et seq

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.

2. Definition
24 P.S.
Sec. 5332

Athletic activity shall mean all of the following:

Pol. 123

1. Interscholastic athletics.

Pol. 122

2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.

Pol. 122

3. Noncompetitive cheerleading that is sponsored by or associated with the school.

Pol. 122, 123

4. Practices, interschool practices and scrimmages for all athletic activities.

3. Delegation of Responsibility
24 P.S.
Sec. 5333

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

4. Guidelines
24 P.S.
Sec. 5333

The school

{ ✓ } may

{ } shall

hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians,

123.2. SUDDEN CARDIAC ARREST - Pg. 2

<p>24 P.S. Sec. 5333</p>	<p>coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.</p> <p><u>Removal From Play</u></p> <p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.</p> <p>Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.</p> <p><u>Return To Play</u></p> <p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.</p> <p><u>Training</u> <i>paid and volunteer</i></p> <p>All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.</p> <p><u>Penalties</u></p> <p>{ } After July 29, 2014, A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:</p> <ol style="list-style-type: none">1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.3. For a third violation, permanent suspension from coaching any athletic activity.
------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

References:

Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 5331 et seq.

Board Policy – 122, 123, 822

NOTE: The penalties set forth above officially take effect on July 29, 2014, two years after the enactment of the Sudden Cardiac Arrest Prevention Act. If your school entity does not want to impose penalties until July 29, 2014, please check the bracket. If your school entity will enforce the penalties as soon as the policy is adopted, do not check the bracket preceding the date.

PSBA New 7/12

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
 BID/QUOTATION

ADOPTED: November 25, 1996

REVISED: January 28, 2008

WYOMISSING AREA SCHOOL DISTRICT

610. PURCHASES SUBJECT TO BID	
<p>1. Purpose SC 751, 807.1</p> <p><u>2. Guidelines</u> <u>SC 120, 751, 807.1</u></p>	<p>It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost savings to the School District.</p> <p><u>The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.</u></p>
<p>2. Authority SC 807.1</p>	<p>Materials or supplies to be furnished, sold or leased to the District, unless exempt by statute, having an aggregate value <u>a base amount</u> of more than \$14,000.00 <u>\$18,500 or more</u> are subject to competitive bid.</p> <p>Certain instructional supplies and materials (maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, prerecorded 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) are exempt from bidding as stated above.</p>
<p>SC 751</p>	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, unless exempt by statute, having a value <u>total cost</u> of more than \$14,000.00 <u>\$18,500</u> shall be subject to competitive bid, except where such work is valued at less than \$5,000.00 <u>\$10,000</u> and is performed by District employees.</p>
<p>SC 511, 807.1</p>	<p>All purchases of materials or supplies made by any organization, club, society or group, or by any school or class, in excess of \$5,700.00 <u>\$10,000</u> shall be made upon solicitation of quotations or bids from three (3) or more responsible manufacturers of or dealers in such materials or supplies. All such purchases shall be made from the lowest responsible bidder on the basis of price, quality and service.</p>
<p>Pol. 613</p>	<p>The District shall use the state cooperative purchasing program (known as the Local Piggyback Purchasing Program, or L3P) administered by the Pennsylvania League of Cities and Municipalities, whenever practicable, as an alternative to or in addition to the bidding procedure. Also, state contracts bid through the Pennsylvania Department of General Services may be used as an alternative to or in addition to the</p>

610. PURCHASES SUBJECT TO BID - Pg. 2

<p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>SC 751, 807.1</p> <p>SC 807.1</p> <p>62 Pa. C.S.A. Sec. 4602, 4604</p>	<p>bidding procedures. Contracts require the approval of the Director of Business Affairs, who shall determine the availability of items and shall complete the arrangements for any approved purchases.</p> <p>As a general rule, the awarding of contracts is the prerogative of the Board. In some instances, the Director of Business Affairs is authorized to award contracts. All other employees are prohibited from entering into contracts on behalf of the School District.</p> <p>The Board directs the Superintendent, or a designee, to develop and implement procedures, consistent with current laws or regulations, to fulfill the intent of this policy.</p> <p><u>Soliciting Bids</u></p> <p>Bid specifications shall be prepared by the Director of Business Affairs or his/her designee and shall provide for alternates wherever possible. S/He shall combine like items of supply and material whenever it is feasible and permissible under statute, but shall not split purchases or contracts in a piecemeal manner to avoid the requirements for bidding. Supplies related to a single area, such as maintenance supplies or athletic supplies, shall be grouped and quantities expected to be used throughout the school year shall be estimated for the purpose of determining the cost of prospective annual purchases and bidding requirements. Contracts for work shall not be split into separate transactions which reasonably should be treated as a single transaction.</p> <p>The Director of Business Affairs is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board but shall inform the Board of such action at the first meeting of the Board following said advertising.</p> <p>Public notice shall be given to prospective bidders by advertisement once a week for three (3) weeks in not less than two (2) newspapers of general circulation.</p> <p>Bid information shall be sent to those companies or firms responding to the advertising and to any other company or firm for which the School District's buyer directs distribution of bid documents. Vendors who have defaulted on previously-awarded contracts shall be refused the opportunity to participate in future bids.</p> <p><u>Competitive Electronic Auction Bidding</u></p> <p>The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.</p>
---------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>62 Pa. C.S.A. Sec. 4604</p>	<p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none">1. Procurement description.2. All contractual terms, when practical.3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner. <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding. Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids. During the auction, bidders shall be able to review their bid rank for the low bid price, and may reduce their bid prices during the auction. At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection. After the auction period has expired, the District shall grant in writing withdrawal of a bid when the bidder requests release and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the District.</p>
<p>SC 807.1</p>	<p><u>Receiving Of Bids</u></p> <p>Bids shall be sealed and opened publicly by the Director of Business Affairs before one or more witnesses at a previously designated time and place. Public notices of such bidding shall specifically identify the time and place of bid openings.</p> <p>All bids shall be summarized and evaluated by the Business Office and other administrative departments as required in order to ascertain the lowest responsible bidder that meets specifications. When the bids have been summarized and evaluated, the Director of Business Affairs shall assess whether the lowest bidder was responsible. The extent of the assessment shall depend on such factors as the amount of the bid and the consequences to the District if the contract is not performed as specified.</p> <p>The Director of Business Affairs shall prepare a recommendation to the Board specifying which companies or firms submitted the lowest bids and what, if any, information indicates that the lowest bidders may not be responsible.</p>

	<p><u>Award Of Contracts</u></p> <p>SC 807.1 The Board must approve all bids awarded by this School District. Contracts shall be awarded to the lowest responsible bidder meeting specifications <u>with kind, quality and material being equal</u>. The Board shall have the right to reject any and all bids or select a single item from any bid. When Board approval has been obtained, purchase orders shall be issued and delivery dates established by the Business Office.</p> <p>In the event the School District advertises for bids on an item and no bids are received, the School District must rebid the item. If again no bids are received, the School District may purchase the item by solicitation of quotations from responsible suppliers.</p> <p>SC 751 The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</p> <p><u>Bid Guarantees By Bidders</u></p> <p>SC 756 Bidders who submit proposals to the School District shall accompany each proposal (equipment, contract work, materials or supplies) that exceeds a total cost of \$14,000.00 <u>\$18,500</u> with a certified check or a surety bid bond in the amount of ten percent (10%) of the total bid, payable to the Wyomissing Area School District.</p> <p>The base amount for computing the size of bond or check is the total amount of the bid. If alternate bids are submitted, the base amount is to be the total of the highest of the alternate bids.</p> <p>These bonds or checks shall be returned to the unsuccessful bidders immediately after the award of the contracts. The bonds or checks for the successful bidders shall be returned upon successful completion of the contract.</p> <p>For any contract for construction, reconstruction, repairs or work of any nature exceeding \$5,000.00 <u>\$10,000</u>, the successful bidder shall provide a performance bond and labor and material payment bond, each in the amount of one hundred percent (100%) of the contract price, before award of the contract.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

610. PURCHASES SUBJECT TO BID - Pg. 5

<p>SC 324 65 Pa. C.S.A. Sec. 1101 et seq</p>	<p><u>Bidding Ethics</u></p> <p>No purchase shall be made from a member of the Board nor from a member of his/her immediate household nor from any enterprise in which s/he holds a substantial interest.</p> <p>No purchase shall be made from an employee of the School District nor from a member of the employee's immediate household.</p> <p>A Board member shall not be financially interested, directly or indirectly, in a contract with the District. S/He shall not perform labor or furnish equipment or supplies at any expense to the District.</p> <p>No school director shall, during the term for which s/he was elected or appointed, as a private person, engage in any business transaction with the School District or be employed in any capacity by the School District.</p>
<p>SC 324</p>	<p>The Board shall not draw, cause to be drawn, or accept a specification for items to be purchased by the School District that would limit the purchase of the item to the firm, corporation, partnership or other business entity of which a Board member is an officer, agent or employee and exclude all other persons who could submit quotations or bid on an equivalent item.</p>
<p>SC 808</p>	<p>In accordance with the School Law of Pennsylvania, "no person shall act as agent for school books or school supplies, in any district in which s/he is engaged or employed as a Superintendent, teacher, or employee of the school district in any capacity, or in which s/he was thus employed during the preceding school year."</p> <p>Employees shall refrain from accepting gifts, free services or anything of value from vendors for or because of any act performed or withheld.</p>
<p>Pol. 317, 417, 517</p>	<p><u>Violation</u></p> <p>Any employee violating this policy shall be subject to discipline up to and including termination.</p> <p><u>NOTES:</u></p> <p><u>The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change</u></p>

and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

References:

School Code – 24 P.S. Sec. 324, 751, 756, 807.1, 808

Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.

Public Officials And Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Board Policy – 317, 417, 517, 613

610. PURCHASES SUBJECT TO BID - Pg. 7

--	--



SECTION: FINANCES
 TITLE: PURCHASES BUDGETED
 ADOPTED:
 REVISED:

611. PURCHASES BUDGETED	
<p>1. Authority SC 751, 807.1</p> <p>2. Delegation of Responsibility SC 609, 751, 807.1</p> <p>SC 609, 751, 807.1</p>	<p>It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.</p> <p>All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$18,500, in which case prior approval by the Board is required.</p> <p>All purchase order requests must be referred to the</p> <ul style="list-style-type: none"> { } Purchasing Agent, { } department head, <input checked="" type="checkbox"/> <i>district or</i> building principal, { } Superintendent, <p>who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.</p> <p>References: School Code – 24 P.S. Sec. 508, 609, 751, 807.1</p> <p>PSBA Revision 7/12</p>

WYOMISSING AREA SCHOOL DISTRICT

SECTION: OPERATIONS
TITLE: AUTOMATIC EXTERNAL
DEFIBRILLATOR (AED)
PROCEDURES
ADOPTED: February 25, 2002
REVISED:

822. AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROCEDURES	
1. Purpose	<p><u>The Board is committed to providing a safe and healthy environment for the school community.</u></p> <p><u>Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.</u></p> <p>The automatic external defibrillator will enable trained responders in the school setting to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders' use of the AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for ambulance personnel to arrive. Upon arrival of the EMS providers, patient care should be transferred.</p>
2. Authority	<p><u>Except in extenuating circumstances, each school shall have one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when school is in session and students are present.</u></p> <p><u>The automated external defibrillator (AED) units are owned by the District and shall be properly maintained and located in secure and accessible locations.</u></p> <p><u>The automated external defibrillator (AED) units shall be used in accordance with approved District procedures.</u></p>
2. Guidelines	<p><u>A Core Team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.</u></p> <p><u>Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all members of the core team.</u></p> <p><u>Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be</u></p>

Formatted: Normal
Formatted: Font: 12 pt

<p><u>4. Delegation of Responsibility</u></p>	<p><u>transferred to EMS providers upon their arrival.</u></p> <p><u>Protocol for Use of Automated External Defibrillator</u></p> <p><u>Only those personnel trained in CPR and AED use shall utilize the AED/ Trained School Personnel</u></p> <p>An initial core team shall be trained in CPR and shall be certified in the use of the AED. This team should consist of at least two (2) people from the following school personnel categories in each building: administrator, nurse, secretary and physical education teacher. Other interested staff may be trained if desired. Training shall be provided by the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the Department of Health.</p> <p><u>Location of AEDs</u></p> <p>AEDs will be located in a safe and highly accessible location to be determined by each building principal.</p> <p><u>Contraindications</u></p> <p>AED is not to be used on children less than 55 lbs. or less than eight (8) years of age.</p> <p><u>Protocol for Use of Automated External Defibrillator</u></p> <p>Only those personnel trained and certified in CPR and AED use shall utilize the AED.</p> <p>Immediately upon arrival, check the scene for safety, then verify sudden cardiac arrest:</p> <ol style="list-style-type: none">1. Verify unconsciousness.2. If no response, call, or have someone else call 911.3. Open airway.4. Verify no breathing.5. Deliver two (2) rescue breaths.6. Verify no carotid pulse.
-----------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Formatted: Font: 12 pt

Formatted: Normal

Formatted: Font: 12 pt

822. AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROCEDURES - Pg. 3

<p>After verification of sudden cardiac arrest:</p> <ol style="list-style-type: none">1. Perform CPR if there is a delay in obtaining or using the AED.2. Move patient if lying on or near metal.3. Turn on the AED.4. Bare and prepare chest (cut or tear away clothing, if excessive chest hair, shave or clip; dry the chest if wet—never use alcohol pads).5. Follow verbal and visual prompts.6. Apply defibrillation pads as per diagram on machine. <p>Allow AED to analyze—if shock advised:</p> <ol style="list-style-type: none">1. Clear patient verbally and visually prior to shock delivery.2. Deliver a shock when prompted by pushing the "shock" button.3. Defibrillate up to three (3) times.4. Check pulse—if absent, perform CPR for one (1) minute; continue sequence of three (3) shocks and one (1) minute of CPR until a "no shock" prompt or EMS arrives. <p>If no shock advised:</p> <ol style="list-style-type: none">1. Check pulse—if no pulse, perform CPR until the AED reanalyzes; if pulse is present, assess vital signs, support airway and breathing until EMS arrives.2. Continue until AED prompts, "Do not touch the patient..." following instructions or until EMS arrives. <p>Post-use procedure:</p> <ol style="list-style-type: none">1. The school nurse in collaboration with other appropriate building personnel will do the following after any AED use:<ol style="list-style-type: none">a. Notify Director of Pupil Services and School Physician.

	<p>b. Remove used PC data card and replace it with a spare. Label used PC data card with patient information and deliver to appropriate personnel.</p> <p>c. Conduct employee incident debriefing, as needed.</p> <p>d. Complete incident report.</p> <p>e. Restock any used electrode pads, batteries, razors or gloves. Inspect unused supplies for any damage or old expiration dates.</p> <p>f. Remove and replace battery in the AED and do a Battery Insertion Test prior to replacing the AED back into service.</p> <p>g. Clean the AED as required.</p> <p>h. Inspect the exterior and connector for dirt or contamination.</p> <p><u>Maintenance and Testing</u></p> <p>1. The AED will be properly maintained and tested according to the manufacturer's operational guidelines.</p> <p>2. The school nurse shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the AED operating instructions.</p> <p>The school nurse shall be responsible for reviewing the AED battery life and AED operation and status on a monthly basis.</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------