



DALLASTOWN AREA SCHOOL DISTRICT

Dr. Joshua A. Doll, Ed.D.
Assistant Superintendent

TO: Board of School Directors

FROM: Dr. Joshua Doll, Assistant Superintendent

DATE: September 2017

RE: Policies for Consideration and Public Review

Accompanying this memo are seven (7) Policies, seven (7) Administrative Regulations and three (3) Attachments. The policies were approved by the DASD Policy Committee on August 21, 2017.

Policy Number	Policy Title	Revision Purpose
121-AR-1	<i>Additional Administrative Regulations for Overnight Field Trips</i>	Revision to administrative regulation which adds language related to the administration of medication, especially as it relates to students with a Section 504 agreement.
121-AR-2	<i>Field Trip Permission Form</i>	Revision to administrative regulation (permission form) which adds language related to an employee designated by DASD with the exclusive purpose of administering medication and consenting to medical treatment in the absent of the parent/guardian.
137-AR-3	<i>Affidavit of Supervisor of Home Education Program (Elementary Student)</i>	Revision to administrative regulation to reflect change in immunization requirements.
137-AR-4	<i>Affidavit of Supervisor of Home Education Program (Secondary Student)</i>	Revision to administrative regulation to reflect change in immunization requirements.
138-AR-2	<i>Exit Criteria for English Learners</i>	Policy rewritten to reflect new criteria for English Learners (EL)
201	<i>Admission of Students</i>	Revision to policy which reflects current practice related to admission of students.
203	<i>Immunization and Communicable Diseases</i>	Policy renamed and rewritten to reflect current immunization requirements including revised list of immunizations, provisional admittance, exemption exceptions and timeline and method for the district to report to the Department of Health.
203-AR-1	<i>Immunization Requirements</i>	New administrative regulation which reflects changes to the new immunization requirements.

204	<i>Attendance</i>	Policy rewritten to reflect requirements set forth through Act 138 of 2016 which provides significant changes to the truancy system in Pennsylvania. Act 138 was effective immediately, but the provisions do not apply until the 2017-2018 school year.
210	<i>Medications</i>	Policy revision which provides additional protocols and clarification related to the distribution of medication on field trips and other school-sponsored activities.
246	<i>School Wellness</i>	Policy renamed and rewritten to reflect current requirements including the formation of a wellness committee, fundraising exemptions, in addition to communication and assessment strategies.
808	<i>Food Services</i>	Policy revision which provides guidance related to school meal charges and accounts.
915	<i>School-Affiliated Organizations (Booster Clubs and PTOs)</i>	Policy revision which reflects requirement for rental of school facilities.

Policy recommended for removal:

808-AR-I	<i>Student Payment of School Meal Accounts</i>	Removal of administrative regulation due to changes being embedded in Policy 808 (Food Services).
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Policies recommended for future consideration:

707 AR	<i>Use of District Facilities</i>	Policy revision which complies with current practice and applicable laws and regulations.
707 AR Attachment A	<i>Use of School Facilities</i>	Attachment rewritten to tighten the category of users and implementation.
707 AR Attachment B	<i>Rental Fees</i>	Attachment revised to ensure staff fees appropriately cover district costs.
707 AR Attachment C	<i>Application for Use of School Facilities</i>	Attachment revised which adds additional language and direction for user.



Book	Policy Manual
Section	100 Programs
Title	Additional Administrative Regulations for Overnight Field Trips
Number	121-AR-1
Status	Up For Revision
Last Revised	August 21, 2017

Purpose

When students are engaging in school-sponsored overnight field trips, they are responsible to the school, and the school is responsible for them. School district personnel assigned to supervise students on such trips serve in loco parentis.

All students are expected to be under assigned adult supervision at all times when they are traveling under school auspices. There is to be no unsupervised or “free” time for students. School personnel assigned this supervision are expected to act as reasonable prudent adults in providing for the safety of the students in their charge. Such prudent actions shall include measures to provide twenty-four (24) hour per day accountability for the students.

Guidelines

A. The following guidelines shall apply to all overnight trips:

1. All overnight field trips shall have a minimum of two (2) chaperones. If the students going on an overnight field trip are both male and female, every attempt shall be made to have both a male and female chaperone present.
2. All trips must be approved as per Board Policy No. 121 and applicable administrative regulations, as well as the following:
 - a. Advance approval by the school district is required for any student trip involving overnight travel. There shall be no solicitation for any such trip until the trip has been approved.
 - b. The approval process must be completed prior to engaging students in fundraising activities or other preparations for the trip.
 - c. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level involved.
 - d. Teachers and other school staff are strictly prohibited from soliciting privately-operated trips through the school system. The trip approval process applies only to school-sanctioned trips.
3. Once approval for the trip has been obtained, the following pre-trip information must be provided to the building principal at least two (2) weeks prior to the date of the trip:

- a. Names of all chaperones [recommended ratio of one (1) to ten (10)], with there being a minimum of two (2) chaperones;
 - b. Pennsylvania Child Abuse History Certification, Pennsylvania State Police Criminal History Record Information, and Federal Criminal History if required, consistent with District Policy 916 regarding volunteers;
 - c. The mode of transportation and the transportation carrier;
 - d. Location of lodging (name, address, and telephone contact must be provided);
 - e. Names and emergency contact information for all students participating on the field trip;
 - f. Copies of completed and signed Parental Permission and Parent/Guardian Hold Harmless and Acknowledgement of Risk Agreement Forms for all students participating on the trip.
4. Prior to the trip, the building principal or designee will meet with the students and their parents/guardians to explain the school district's expectations for their decorum and behavior. It shall be clearly stated that the school district will not condone any misbehavior that is a violation of school policy and any rules and/or regulations that would be in effect when students are in school. If any student is found to be in violation of any such policy, rule and/or regulation, the parent(s)/guardian(s) of that student will be notified immediately and appropriate actions/sanctions will be taken. If necessary, the parent(s)/guardian(s) will be responsible for all arrangements and costs of the student's immediate return home, at which time the student shall be accompanied by a responsible adult.
 5. The principal shall have the discretion to, after conferring with the classroom teacher(s) and the student in question, exclude a student from the field trip activity if said student's prior demonstrated behavior is deemed to pose a risk to the successful completion of the trip and/or for safety of those on the trip. Such determination shall be made on a case-by-case basis.
6. Transportation
 - a. The use of private automobiles for field trips is prohibited. School trips should use district owned vans/buses or commercial motor coaches or airlines.
 - b. Trips that use commercial motor coaches or airlines should involve pre-trip checks of companies, drivers, and vehicles.
 - c. When a contract with an outside transportation carrier is needed, the contract should be reviewed and approved by the Business Office.
 7. Trip Scheduling
 - a. Overnight accommodations shall, unless extenuating circumstances dictate, be made in advance. Student safety and security shall always be the foremost consideration.
 - b. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time.

B. Cancellation Policy

The Superintendent or designee reserves the right to cancel an approved overnight field trip up until the time of departure. In the event of a cancellation, the school district is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties

are aware of this policy.

C. Medical Care

1. Preparations for emergencies and the care of children with chronic medical problems shall be made as is necessary. To ensure accurate, up-to-date health information, consent forms for field trips must require parent(s)/guardian(s) to indicate if their child has any medical issues to be considered or medication to be taken and to list the steps that should be followed in case of an emergency.
2. Planners of the trip must be sure that parent(s)/guardian(s) understand what forms they are required to provide, all such forms are signed by physician(s) and/or parent(s)/guardian(s) that will accompany any medication.
3. Health forms need to be submitted at least two (2) weeks prior to an overnight trip. For day and overnight trips, there must be an organized way to ensure that all K-12 students actually take their required medicines.
4. The administration of medication to students participating in a field trip shall be consistent with the terms of a student's Individualized Education Plan and/or Section 504 Agreement if applicable.
5. Those students who are permitted to carry and administer their own medication may do so provided all required paperwork is complete, all policies and regulations have been followed, and such self-administration occurs only under the supervision of a school district staff member. Any occurrence of self-administered medication shall be in accordance with school policy and shall be recorded on the appropriate form by the staff member monitoring the self-administration.
6. In addition, appropriate release forms for emergency medical treatment and forms for the administration of medication shall be completed and signed by parent(s)/guardian(s) and kept in the care of a designated school staff member on all overnight trips.

D. Foreign Language Field Trips

Students may participate in field trips to foreign countries only if the field trip is coordinated and led by professional employees of the school district and approved by the Superintendent and the Board of School Directors. All trips must be approved as per Board Policy No. 121 and applicable administrative regulations, as well as the following:

The following regulations and guidelines shall apply to field trips planned, organized and conducted for middle and high school students enrolled in foreign language classes:

1. Foreign language trips should be an extension of the classroom instruction. High school participants shall have completed at least two (2) years of a language.
2. Teacher-sponsors contemplating foreign travel shall present a preliminary request to the Board no earlier than eighteen (18) months and no later than six (6) months prior to anticipated departure.
3. District personnel will monitor the risk factor of travel to the requested area and in consultation with the Superintendent reserve the right to cancel any travel upon determination of excessive risk. United States State Department advisories shall be major determining factors along with other reliable sources.
4. Trips during the school year to individual countries may not be taken more frequently than every second year.

5. Student participation in school sanctioned foreign travel shall be permitted for students enrolled in good standing in the Dallastown Area School District only.
6. All expenses for field trips to foreign countries shall be borne by students and their parents/guardians.
7. All students participating in foreign language field trips must show evidence of adequate personal health insurance.
8. Trips are voluntary and participation is solely the discretion of the student and his/her parent/guardian.
9. Students missing class time while participating on such field trips are required to obtain assignments and complete all work required of such classes.

E. Other Foreign Field Trips

The regulations and guidelines listed above shall apply to out of the country field trips planned, organized, and conducted for middle and high school students other than trips planned as extensions of the foreign language program. The language requirement would be waived.

The Board of School Directors will consider such requests only with the endorsement of the building principal and Superintendent. The proposed trip, outlining the educational and social values of the trip, shall be presented to the Board before any agreements are finalized.



Book Policy Manual
Section 100 Programs
Title Field Trip Permission Form
Number 121-AR-2
Status Up For Revision
Adopted January 12, 2017
Last Revised August 21, 2017

DESTINATION/DATE/TIMES

On (Day of the week), (Month) (Date), 20(XX), students will have the opportunity to visit the **(destination) (location)**. The field trip is related to our studies of (XXXXXXX). Students will be engaged in activities in preparation for this trip and will participate in follow-up instructional activities. This is another opportunity to extend our curricular studies to include experiences outside of the classroom setting.

Trip Guidelines:

- **Cost:** \$ XXX.00 (**check payable to XXXXX**) – This is for transportation and/or other fees.
- The approximate hours of this field trip will be from XX:XX a.m. until XX:XX p.m.
- **Ask for a disposable packed lunch and drink OR include order for cafeteria provided lunch.**
- **Cancellation Policy:** If a student is unable to go on the trip for any reason, we must be notified by (Day of the week), (Month) (Date), 20(XX). Refunds cannot be granted after this date.

We are in need of additional chaperones for this trip. Chaperone requirements would include walking (most of the day) and being responsible for approximately twelve (12) students. (They will have to check in with you at various times throughout the day). **If you are interested in chaperoning, please contact your child's XXXXXXXX teacher, by email, as soon as possible.**

(cut here)

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**DALLASTOWN AREA SCHOOL DISTRICT
(FULL NAME OF) SCHOOL**

FIELD TRIP PERMISSION FORM/STUDENT INFORMATION

TEACHER_____

Student's Name:_____ Student's Address_____

Student's Date of Birth:_____ Parent/Guardian Preferred Phone Number:_____

Student's Medications/Allergies/Other Conditions: _____

Student's Physician Name & Phone: _____

I, the undersigned parent or legal guardian of _____, hereby give permission for my child/student to participate in a school sponsored "Field Trip" to _____ on _____ (Day of the week, Month, Date, Year).

PARENTAL ACKNOWLEDGMENT OF RISK & HOLD HARMLESS AGREEMENT

By allowing my child/student to participate in the field trip, I am requesting that a school official or employee designated by the Dallastown Area School District become the temporary custodian of my child for the exclusive purpose of administering medication and consenting to medical treatment if necessary. In the event of a vehicular accident, I also understand and acknowledge that according to PA State law, my automobile insurance would be the first response and the immediate response for other injuries would be my health insurance.

I understand that the participation of my child in this trip is voluntary and is not required by the district. I have read the itinerary for the trip and grant permission for my child to attend the trip and participate in any activities associated with the trip. In granting permission for my child to participate in this field trip, I acknowledge that my child will be exposed to risks that include but are not limited to severe weather, transportation accidents, terrorist attacks, medical emergencies, and other unforeseen events. In recognition of these risks, I agree to hold harmless and indemnify the Dallastown Area School District against any legal claims related to the events that occur during the trip.

Any legal claims relating to any of the events of this trip shall be subject to the laws of Pennsylvania and decided by the Court of Common Pleas of York County.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Please return this form by:

(Day of the week, Month, Date Year)

Date of Signature

FOREIGN TRAVEL ONLY – I acknowledge that I must have evidence verifying that I have personal health insurance that will cover my child outside the U.S. and, if it does not, it is my responsibility to purchase travel insurance. The district is not legally or financially responsible for the healthcare costs of my child during the trip. Verification of insurance must be attached to this Permission Slip and provided to chaperones.

I acknowledge that the district reserves the right to cancel any trip on the basis the trip would pose an excessive risk for students and the Administration has the discretion to make a determination as to whether the trip poses an excessive risk.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Please return this form by:



Book Policy Manual
Section 100 Programs
Title Affidavit of Supervisor of Home Education Program (Elementary School Age Student)
Number 137-AR-3
Status Up For Revision
Adopted December 17, 2015
Last Revised August 21, 2017

AFFIDAVIT OF SUPERVISOR OF HOME SCHOOL EDUCATION PROGRAM - ELEMENTARY SCHOOL AGE STUDENT

To the Superintendent of the (Name of School District) _____ School District:

1. I attest that I, (Name of Supervisor) _____ am the parent, guardian, or legal custodian of (Name and Age of Student(s)) _____, that I am the supervisor of the home education program and am responsible for the provision of instruction in the home education program, and that I have earned a high school diploma or its equivalent. The program will be conducted at (Address) _____.

The phone number at this site is _____.

2. I attest that the home education program will be in compliance with Section 13-1327.1 of the Public School Code.
3. I attest that the subjects listed in paragraph 4 below will be offered in the English language for a minimum of 180 days of instruction or a minimum of 900 hours.
4. I attest that the following courses shall be taught at the elementary school level: English, to include spelling, reading, and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.
5. I attest that the education objectives in the home education program are by subject area as attached to this affidavit (attach objectives).
6. I attest that (Student Name(s)) _____ has been immunized against the following diseases, and I have attached evidence thereof, or said student has a medical or religious exemption pursuant to Section 13-1303a(c) and (d) of the Public School Code:

a. Diphtheria, Tetanus and Pertussis.

~~b. Tetanus.~~

b. ~~e~~ Poliomyelitis.

c. ~~d~~ Measles (Rubeola), Mumps and Rubella (German Measles) or evidence of immunity.

~~e. German Measles (Rubella).~~

~~f. Mumps.~~

d. ~~g.~~ Hepatitis B.

e. ~~h.~~ Varicella (Chickenpox) or evidence of immunity.

~~i. Tetanus and diphtheria toxoid and acellular pertussis (Tdap) (beginning of 7th grade or in the school year when the child turns twelve (12) years old, if in an ungraded class). One (1) dose if five (5) years have elapsed since the last dose of a vaccine containing tetanus and diphtheria.~~

f. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) (beginning of 7th grade or in the school year when the child turns twelve (12) years old, if in an ungraded class.)

g. ~~j.~~ Meningococcal Conjugate Vaccine (MCV) (beginning of 7th grade or in the school year when the child turns twelve (12) years old, if in an ungraded class).

(Listed online at <http://www.health.pa.gov/My%20Health/Immunizations/School/Pages/default.aspx>)

a. I attest that (Student Name(s))_____ has received the health and medical services required by Article XIV of the Public School Code, and I have attached evidence thereof, or said student has a religious exemption under Section 14-1419 of the Public School Code.

Article XIV requires that every child of school age be given by methods established by the state's Advisory Health Board, an annual vision test, and a measurement of height and weight, tests for tuberculosis under medical supervision upon entry into school and 9th grade, and other tests required by the Advisory Health Board. Children, upon entry into school and in the 6th and 11th grades, must have a medical examination and comprehensive appraisal of health by a physician and a hearing test is required when the child begins school and at 2nd, 3rd, 7th and 11th grade levels. Children, upon entry into school and in the 3rd and 7th grades, must have a dental examination by a dentist. A comprehensive health record shall be maintained for each child.

b. I attest that no adult living in the home, including the undersigned supervisor, or any person having legal custody of (Student name(s))_____ has been convicted within five (5) years immediately preceding today's date, of any of the following offenses under Section 1-111(e) of the Public School Code:

i. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Chapter 25 (relating to criminal homicide).
Section 2702 (relating to aggravated assault).
Section 2709.1 (relating to stalking).
Section 2901 (relating to kidnapping).
Section 2902 (relating to unlawful restraint).
Section 2910 (relating to luring a child into a motor vehicle or structure).
Section 3121 (relating to rape).
Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3124.2 (relating to institutional sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 3129 (relating to sexual intercourse with animal).
Section 4302 (relating to incest).
Section 4303 (relating to concealing death of a child).
Section 4304 (relating to endangering welfare of children).
Section 4305 (relating to dealing in infant children).
A felony offense under Section 5902(b) (relating to prostitution and related offenses).
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Section 6301(a)(1) (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).
Section 6318 (relating to unlawful contact with a minor).
Section 6319 (relating to solicitation of minors to traffic drugs).
Section 6320 (relating to sexual exploitation of children).

ii. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act".

iii. An out-of-state or federal offense similar in nature to those crimes listed in clauses (1) and (2).

Signed and Notarized

Supervisor's Signature

Date

Attachments:
Education objectives by subject matter
Evidence of immunization

Last Modified by Joshua Doll on July 13, 2017



Book Policy Manual
Section 100 Programs
Title Affidavit of Supervisor of Home Education Program (Secondary School Age Student)
Number 137-AR-4
Status Up For Revision
Adopted November 16, 2015
Last Revised August 21, 2017

AFFIDAVIT OF SUPERVISOR OF HOME SCHOOL EDUCATION PROGRAM - SECONDARY SCHOOL AGE STUDENT

To the Superintendent of the (Name of School District) _____ School District:

1. I attest that I, (Name of Supervisor) _____ am the parent, guardian, or legal custodian of (Name and Age of Student(s)) _____, that I am the supervisor of the home education program and am responsible for the provision of instruction in the home education program, and that I have earned a high school diploma or its equivalent. The program will be conducted at (Address) _____.
2. The phone number at this site is _____.
3. I attest that the home education program will be in compliance with Section 13-1327.1 of the Public School Code.
4. I attest that the subjects listed in paragraph 4 below will be offered in the English language for a minimum of 180 days of instruction or a minimum of 990 hours. I attest that the following courses shall be taught at the secondary school level: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra, and geometry; art; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires. Such courses of study may include, at the discretion of the supervisor of the home education program, economics; biology; chemistry; foreign languages; trigonometry; or other age-appropriate courses as contained in Chapter 5 (Curriculum Requirements) of the State Board of Education. [Chapter 5 has been repealed and replaced with Chapter 4.]
5. I attest that the education objectives in the home education program are by subject area as attached to this affidavit (attach objectives).
6. I attest that (Student Name(s)) _____ has been immunized against the following diseases, and I have attached evidence thereof, or said student has a medical or religious exemption pursuant to Section 13-1303a(c) and (d) of the Public School Code:
 - a. Diphtheria-, Tetanus and Pertussis.
 - ~~b. Tetanus.~~
 - b. ~~e.~~ Poliomyelitis.
 - c. ~~d.~~ Measles (Rubeola), Mumps and Rubella (German Measles) or evidence of immunity.
 - ~~e. German Measles (Rubella).~~

~~f. Mumps.~~

d. ~~g.~~ Hepatitis B.

e. ~~h.~~ Varicella (Chickenpox) or evidence of immunity.

~~i. Tetanus and diphtheria toxoid and acellular pertussis (Tdap) (beginning of 7th grade or in the school year when the child turns twelve (12) years old, if in an ungraded class). One (1) dose if five(5) years have elapsed since the last dose of a vaccine containing tetanus and diphtheria.~~

f. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) (beginning of 7th grade or in the school year when the child turns twelve (12) years old, if in an ungraded class.)

g. ~~j.~~ Meningococcal Conjugate Vaccine (MCV) (beginning of 7th grade or in the school year when the child turns twelve (12) years old, if in an ungraded class).

h. Meningococcal Conjugate Vaccine (MCV) (required for entry into 12th grade or in the school year when the child turns eighteen (18) years old, if in an ungraded class. A dose of MCV received at age sixteen (16) year shall count as the 12th grade dose.

(Listed online at <http://www.health.pa.gov/My%20Health/Immunizations/School/Pages/default.aspx>)

1. I attest that (Student Name(s))_____ has received the health and medical services required by Article XIV of the Public School Code, and I have attached evidence thereof, or said student has a religious exemption under Section 14-1419 of the Public School Code.

Article XIV requires that every child of school age be given by methods established by the state's Advisory Health Board, an annual vision test, and a measurement of height and weight, tests for tuberculosis under medical supervision upon entry into school and 9th grade, and other tests required by the Advisory Health Board. Children, upon entry into school and in the 6th and 11th grades, must have a medical examination and comprehensive appraisal of health by a physician and a hearing test is required when the child begins school and at 2nd, 3rd, 7th and 11th grade levels. Children, upon entry into school and in the 3rd and 7th grades, must have a dental examination by a dentist. A comprehensive health record shall be maintained for each child.

2. I attest that no adult living in the home, including the undersigned supervisor, or any person having legal custody of (Student name(s))_____ has been convicted within five (5) years immediately preceding today's date, of any of the following offenses under Section 1-111(e) of the Public School Code:

- i. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 2910 (relating to luring a child into a motor vehicle or structure).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3124.2 (relating to institutional sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 3129 (relating to sexual intercourse with animal).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of a child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under Section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301(a)(1) (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).
Section 6318 (relating to unlawful contact with a minor).
Section 6319 (relating to solicitation of minors to traffic drugs).
Section 6320 (relating to sexual exploitation of children).

- ii. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act".
- iii. An out-of-state or federal offense similar in nature to those crimes listed in clauses (1) and (2).

Signed and Notarized

Supervisor's Signature

Date

Attachments: Education objectives by subject matter
Evidence of immunization

Last Modified by Joshua Doll on July 13, 2017



Book	Policy Manual
Section	100 Programs
Title	Exit Criteria for English Learners
Number	138-AR-2
Status	First Reading
Adopted	August 21, 2017

The exit criteria for English Learners (EL) represent valid and reliable evidence of a student's English language proficiency and ability to access academic standards without specialized language supports. The following exit criteria are also included in the district's program plan for all EL students.

Program exit from a language instruction educational program takes place between June and September. The EL status of students for the current school year must be determined by September 30 and reported in PIMS. Students reported as current EL in PIMS cannot exit the language instruction educational program during the time period of October until June.

A single test score should not be used to make high-stakes decisions for students, including exit from language instruction educational programs. In order to meet the required state exit criteria for Pennsylvania's language instruction educational programs for EL, students must meet the single required criterion and at least one (1) of the additional criteria listed below.

Required Exit Criterion

1. For kindergarten students—overall composite proficiency level score of 5.0 on an ACCESS for ELs Kindergarten assessment (accountability score).

For grades 1-12 students—overall composite proficiency level score of 5.0 on an ACCESS 2.0 Grades 1-12 assessment.

Note: Cutoff score flexibility is available for students in grades 1-12 in the following special circumstances:

Following the grade and score criteria in the table below, the W-APT may be administered between June and July or the WIDA Screener after July 1 to students who scored below the minimum cutoff for program exit on the January administration of the ACCESS in order to demonstrate sufficient progress to justify exit.

Note: The W-APT or WIDA Screener may only be administered to a student once in any school year.

<u>Grade Level</u>	<u>ACCESS 2.0 Score</u>	<u>Required W-APT/Screener Scores*</u>
K	Cutoff score flexibility is not allowable for kindergarteners	
1-5	4,6-4,9	5.0 in each domain

6-8
9-12

4.7-4.9
4.8-4.9

5.0 in each domain
5.0 in each domain

Note: A student must score 5.0 in each domain (listening, speaking, reading and writing). A composite proficiency score will not be used.

Additional Exit Criteria

1. Recommendation from an ESL teacher who has taught the student during the school year.*

OR

2. Recommendations from at least two (2) core content area teachers who have taught the student during the school year and who have a functional knowledge of the WIDA performance definitions and ELD Standards.*

OR

3. Writing sample that demonstrates proficiency at the Expanding level and speaking at the Bridging level as measured using the WIDA writing and speaking rubrics scored by an ESL teacher.

*The district may use the [form provided by the PA Department of Education](#) or develop its own form, but the recommendation process must be standardized across the district and documented in some way.



Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Number	201
Status	Up For Revision
Adopted	April 18, 2013
Last Revised	August 21, 2017

Authority

The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.[\[1\]\[2\]\[3\]](#)

Guidelines

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner which may be no later than at the age of eight (8) years, until the age of seventeen (17) or graduation from a high school, whichever occurs first.[\[4\]](#)

First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. Beginners shall be admitted to the school during the first two (2) weeks of the annual school term and thereafter at the district's discretion. A beginner is eligible for admission to the first grade if s/he has attained the age of six (6) years prior to September 1. A child who is eight (8) years of age shall be admitted to school at any time during the school year.[\[5\]\[4\]](#)

The district is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.[\[7\]](#)

Kindergarten

A child is eligible for admission to kindergarten if s/he has attained the age of five (5) years of age prior to September 1st. The district does not admit any child whose age is less than the district's established admission age for kindergarten. The district ~~will not~~ **may** admit any child to kindergarten who has attained the age of six (6) prior to the first day of the school term **with the consent of the child's parent or guardian**.[\[9\]](#)

Admission Of Transfers

Students transferring from another school district must present all requisite proofs of age, proof of residency, and immunizations, as well as transfers and school records from the district from which the transferring student came, and such other data as will assist the building principal or registrar in making a proper placement of the transferring student as well as any additional matters as set forth in the Basic Education Circular, Enrollment of Students, dated January 22, 2009 and as amended from time to time.[\[10\]\[11\]\[12\]\[13\]\[1\]\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, two (2) proofs of residency, and required immunizations.[10][11]

- Legal
- [1. 24 P.S. 1301](#)
 - [2. 22 PA Code 11.12](#)
 - [3. 22 PA Code 11.41](#)
 - [4. 24 P.S. 1304](#)
 - [5. 24 P.S. 1326](#)
 - [6. 22 PA Code 11.15](#)
 - [7. 22 PA Code 11.16](#)
 - 8. Pol. 200
 - 9. Pol. 203
 - [10. 24 P.S. 1302](#)
 - [11. 24 P.S. 1305](#)
 - [12. 24 P.S. 1306](#)
 - [13. 24 P.S. 1303a](#)
 - [22 PA Code 4.41](#)
 - [22 PA Code 11.14](#)
 - [24 P.S. 503](#)

Last Modified by Joshua Doll on April 10, 2017



Book	Policy Manual
Section	200 Pupils
Title	Immunizations and Communicable Diseases
Number	203
Status	First Reading
Adopted	August 21, 2017

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.[\[1\]\[2\]](#)

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record and stores the details of the record in a computer database.[\[3\]](#)

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[\[3\]](#)

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[\[1\]\[2\]\[4\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[\[5\]](#)

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds, whose physician certifies that the student's physical condition contradicts immunization, or whose parent/guardian objects in writing on grounds of moral or ethical conviction.[\[1\]\[4\]\[6\]\[7\]](#)

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.[\[1\]\[4\]\[5\]\[6\]\[7\]](#)

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[\[5\]](#)[\[8\]](#)[\[9\]](#)

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[\[5\]](#)[\[10\]](#)

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school nurse.

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[12\]](#)
2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.[\[3\]](#)[\[5\]](#)
3. Annually review state standards for immunization and direct the responsible district personnel accordingly.
4. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.
5. The Superintendent or designee shall report immunization data electronically to the Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.[\[13\]](#)

Communicable Diseases

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[\[20\]](#)

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases.[\[20\]](#)[\[21\]](#)[\[22\]](#)

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[\[23\]](#)[\[24\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.[\[25\]](#)

NOTES:

List of required immunizations can be found at 28 PA Code Sec. 23.83--revised immunization requirements take effect for the 2017-2018 school year.

PSBA Revision 4/17 © 2017 PSBA

Legal References

- [1. 24 P.S. 1303a](#)
- [2. 28 PA Code 23.81 et seq](#)
- [3. 28 PA Code 23.82](#)
- [4. 22 PA Code 11.20](#)
- [5. 28 PA Code 23.85](#)
- [6. 28 PA Code 23.83](#)
- [7. 28 PA Code 23.84](#)
- [8. Pol. 200](#)
- [9. Pol. 251](#)
- [10. Pol. 255](#)
- [11. 28 PA Code 27.77](#)
- [12. Pol. 201](#)
- [13. 28 PA Code 23.86](#)
- [14. 28 PA Code 27.71](#)
- [15. 28 PA Code 27.72](#)
- [16. Pol. 204](#)
- [17. 28 PA Code 27.1](#)
- [18. 28 PA Code 27.2](#)
- [19. 28 PA Code 27.23](#)
- [20. 22 PA Code 4.29](#)
- [21. 22 PA Code 4.4](#)
- [22. Pol. 105.1](#)
- [23. 24 P.S. 1402](#)
- [24. Pol. 209](#)
- [25. 24 P.S. 1409](#)
- [Pol. 105.2](#)

Last Modified by Joshua Doll on August 10, 2017



Book	Policy Manual
Section	200 Pupils
Title	Immunization Requirements
Number	203-AR-1
Status	First Reading
Adopted	August 21, 2017

NOTE: The immunization requirements listed in this administrative regulation take effect for the 2017-2018 school year.

The district must exclude students who have not obtained the required immunizations outlined below from admittance or attendance until they provide proof of immunization or immunity, or fall within the following provisions:

1. Exempt for medical or religious reasons, or strong moral or ethical conviction, in accordance with law, regulations and Board policy.
2. Homeless student who has not been immunized or is unable to provide immunization records, in accordance with law, regulations and Board policy.
3. Foster care student or student transferring into a school within the Commonwealth, who must meet the requirements listed below.
4. Provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and meeting the requirements listed below.

Required for Attendance (K-12)

Diphtheria, tetanus and pertussis – four (4) or more properly spaced doses administered in a combination form (diphtheria, and tetanus toxoids and acellular pertussis (DTaP) or diphtheria and tetanus toxoids and pertussis (DTP). If the student has a contraindication to pertussis vaccine, the student shall receive diphtheria-tetanus toxoid vaccine (DT) to complete the vaccination series. The fourth dose will be administered on or after the fourth birthday.

Poliomyelitis – four (4) properly spaced doses of either oral polio vaccine or inactivated polio vaccine, which may be administered as a single antigen vaccine, or in a combination form. The fourth dose shall be administered on or after the fourth birthday and at least six (6) months after the previous dose. A fourth dose is not necessary if the third dose was administered at age 4 or older and at least six months after the previous dose.

Measles (rubeola), mumps and rubella (German measles) – One (1) of the following:

1. Multiple antigens – two (2) properly-spaced doses of live attenuated measles, mumps, rubella combination vaccine, the first dose administered at twelve (12) months of age or older.
2. Single antigens – in the event the antigens were given separately, and not in a combination vaccine, the dosage is as follows:

- a. Two (2) properly-spaced doses of live attenuated measles vaccine, the first dose administered at twelve (12) months of age or older.
 - b. One (1) dose of live attenuated rubella vaccine, administered at twelve (12) months of age or older.
 - c. Two (2) properly-spaced doses of live attenuated mumps vaccine, administered at twelve (12) months of age or older.
3. Evidence of immunity – may be shown by a history of measles and rubella immunity proven by laboratory testing by a laboratory with the appropriate certification and a written statement of a history of mumps disease from a physician, certified registered nurse practitioner or physician assistant.

Hepatitis B – three (3) properly spaced doses, or a two (2) dose vaccine regimen approved by the Food and Drug Administration, or documented immunity through a laboratory test. The vaccine may be administered as a single antigen vaccine or in a combination form.

Varicella (Chickenpox) – two (2) properly spaced doses with the first dose administered at twelve (12) months of age or older, which may be administered as a single antigen vaccine or in combination form. Evidence of immunity may be shown by a laboratory test or by a written statement from a parent/guardian, physician, certified registered nurse practitioner or physician assistant.

Required for Entry Into 7th Grade/School Year When Student Turns Twelve (12) Years of Age

In addition to those required for attendance in K through 12, the following immunizations are required for entry into 7th grade or, in an ungraded class, in the school year when the student turns twelve (12) years of age:

1. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) – one (1) dose of Tdap in a combination form.
2. Meningococcal Conjugate Vaccine (MCV) – one (1) dose.

Required for Entry Into 12th Grade/School Year When Student Turns Eighteen (18) Years of Age

In addition to those required for attendance in K through 12, the following immunization is required for entry into 12th grade or, in an ungraded class, in the school year when the student turns eighteen (18) years of age:

1. Meningococcal Conjugate Vaccine (MCV) – one dose. A dose of MCV received at the age of sixteen (16) years or older shall count as the 12th grade dose.

Vaccination Administration Grace Period

A vaccine dose administered within the four-day period prior to the minimum age for the vaccination or prior to the end of the minimum interval between doses will be considered a valid dose of the vaccine. A vaccine dose administered more than four (4) days prior to the minimum age or interval will be considered invalid, and the dose will have to be repeated. The grace period may not be used with the 28-day minimum interval between two live vaccines.

Proof of Immunizations

Prior to or at school registration, parents/guardians will be informed in writing of the requirement to provide proof of immunizations.

Parents/Guardians of students who will be entering 7th and 12th grades shall also be provided with written notice in the school year prior to the student's entry into 7th or 12th grade, informing them of the requirements for the additional immunizations.

School staff who register students for enrollment in district schools will ensure that the required written proof and dates of immunizations are received for each student prior to being admitted to district schools, subject to the exceptions noted below.

School health staff will monitor health records for students entering 7th and 12th grades to ensure written proof of immunization is received prior to the student's entry into 7th or 12th grade.

Proof of a record of immunization, which is a written document showing the date immunizations were administered, includes the following:

1. Physician's record.
2. Baby book.
3. School health record.
4. Family Bible.
5. Health Passport.
6. Other states' official immunization documents.
7. International Health Certificate.
8. Immigration records.
9. Similar documents or history.

District staff will maintain a Certificate of Immunization, in paper or electronic format, for each student enrolled in district schools, in accordance with state regulations.

A sample Certificate of Immunization may be obtained from the Pennsylvania Department of Health: [Certificate of Immunization](#)

Provisional Attendance

State regulations require that any student who has not completed the full series of required immunizations and has not been exempted from immunization will not be permitted to attend district schools.

If a student has not received a vaccine that only requires a single dose on the student's first day of attendance that school year, the student will not be admitted to school.

If a student has received at least one (1) dose of a multiple dose vaccine series by the first day of attendance that school year, the school administrator, school nurse or designee may provisionally admit the student when one (1) of the following occurs:

1. The student will receive the final dose in a multiple dose vaccine series within five (5) school days of the first day of attendance. The parent/guardian must provide proof of immunization on

or before the fifth day of school attendance.

2. The student will receive the next scheduled dose in a multiple dose vaccine series within five (5) school days of the first day of attendance. The parent/guardian must provide a medical certificate on or before the fifth school day of attendance, scheduling the additional required doses and detailing the plan for completion of all required immunizations.
3. When the next dose in a multiple dose vaccine series is not medically appropriate during the five (5) school days following the first day of attendance, the parent/guardian must provide a medical certificate on or before the fifth school day, scheduling the additional required dose and detailing the plan for completion of all required immunizations.

The medical certificate shall contain the detailed plan to ensure completion of all required immunizations for a student who has been provisionally admitted. The immunization requirements must be completed in accordance with the requirements detailed in the medical certificate.

A sample medical certificate may be obtained from the Pennsylvania Department of Health:
[Medical Certificate](#)

The medical certificate will be reviewed at least every thirty (30) days by the school administrator, school nurse or designee. If, upon review, the requirements have not been met, the school administrator or designee may exclude the student from school.

Exceptions to Immunization Requirements

The immunization requirements of the state regulations do not apply to students in the following circumstances:

1. Homeless Students – the student has not been immunized or is unable to provide immunization records due to being homeless. The school will comply with laws, regulations and Board policy pertaining to homeless students.
2. Transfer Students – a student transferring into a school within the Commonwealth who is unable to provide immunization records immediately upon enrollment.

Parents/Guardians of transfer students will have thirty (30) days to:

- a. Provide the immunization records showing proof of required immunizations.
- b. Complete the required immunizations.
- c. Complete the medical certificate detailing the plan to complete the course of required immunizations for multiple dose vaccines.

A student who is unable to complete one (1) of the above requirements in thirty (30) days may be excluded at the end of the thirty-day period.

3. Foster Care Students – a student has not been immunized or is unable to provide immunization records due to being in foster care. The school will comply with laws, regulations and Board policy pertaining to foster care students.

Parents/Guardians of foster care students will have thirty (30) days to:

- a. Provide the immunization records showing proof of required immunizations.
- b. Complete the required immunizations.

- c. Complete the medical certificate detailing the plan to complete the course of required immunizations for multiple dose vaccines.

A student who is unable to complete one (1) of the above requirements in thirty (30) days may be excluded at the end of the thirty-day period.

Department of Health Temporary Waiver

The Pennsylvania Secretary of Health may issue a temporary waiver of the immunization requirements in cases where the Centers for Disease Control and Prevention recognize a nationwide shortage of a particular vaccine, or in the event a disaster impacts the ability of children transferring into a school to provide their immunization records.

School health staff will include a copy of a temporary waiver with the health records of students impacted by the waiver.

Reporting Immunization Data

The designated district administrator will report required immunization data to the Department of Health electronically by December 31 of each year, using a format and system provided by the Department of Health.

If the district will be unable to complete the report electronically, the designated district administrator will report the required immunization data to the Department of Health by December 15 of each year, using the form provided by the Department.

Duplicate reports will be submitted to the county health department if the school is located in a county with a full-time health administrator.

The school administrator or the administrator's designee will ensure that the school's identification information, including the name of the school, school district, county and school address, is correct, and will make any necessary corrections, prior to submitting the report.

Content of the reports will include the following information:

1. The month, day and year of the report.
2. The number of students attending school in each grade level, or in an ungraded school in each age group, as indicated on the reporting form.
3. The number of doses of each individual antigen given in each grade level, or in an ungraded school, in each age group, as indicated on the reporting form.
4. The number of students attending school who were classed as medical exemptions in each grade-level, or in an ungraded school, in each age group, as indicated on the reporting form.
5. The number of students attending school who were classed as religious exemptions in each grade level, or in an ungraded school, in each age group, as indicated on the reporting form.
6. The number of students provisionally admitted in each grade level or, in an ungraded school, in any age group as indicated on the reporting form.
7. The number of students in kindergarten or 7th grade, or in an ungraded school, twelve (12) years of age only, who were denied admission because of the student's inability to provide documentation of the required vaccine doses.
8. Other information as required by the Department of Health.

Resources

The following resources from the Pennsylvania Department of Health will assist school staff in reviewing student health records and immunization documents to ensure compliance with state requirements, and communicate required information to parents/guardians and the community:

[Immunization Requirement flowchart for all students](#)

[Immunization Requirement flowchart for students in 7th and 12th grades](#)

[School Vaccination Information for School Nurses](#)

[School Vaccination Requirement Fact Sheet](#)

[School Vaccination Flyer for Parents/Guardians \(English\)](#)

[School Vaccination Flyer for Parents/Guardians \(Spanish\)](#)

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Book	Policy Manual
Section	200 Pupils
Title	Attendance
Number	204
Status	First Reading
Adopted	August 21, 2017

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency, and the local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[\[1\]](#)[\[11\]](#)

The Superintendent or designee, in coordination with the building principals and the Supervisor of Social and Student Services, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)[\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[\[2\]](#)[\[5\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]](#)[\[7\]](#)[\[20\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]](#)[\[21\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[22\]](#)

4. Students attending a home education program or private tutoring in accordance with law.[\[5\]](#)[\[17\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[7\]](#)[\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]](#)[\[6\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[\[27\]](#)
10. Military training (such as National Guard) during the summer months that may impact a student's attendance during the first ten (10) days of the new school year.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[\[3\]](#)[\[6\]](#)

The district may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere

with the student's regular program of studies.[\[5\]](#)[\[14\]](#)[\[17\]](#)

2. Homebound children unable to attend school on the recommendation of the private physician and the school psychologist or a psychiatrist and approval of the Secretary of Education. [\[22\]](#)
3. Students enrolled in special schools conducted by the Lincoln Intermediate Unit or the Department of Education.
4. Students participating in a religious instruction program, if the following conditions are met: [\[27\]](#)
[\[29\]](#)
 - The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
5. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. [\[20\]](#)

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Educational Tours and Trips -

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: [\[12\]](#)

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the principal.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law. [\[6\]](#)[\[25\]](#)[\[26\]](#)

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[30\]](#)

The notice shall:[\[30\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
4. The notice may include the offer of a School Attendance Improvement Conference.[\[30\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[30\]](#)

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[30\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[30\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[30\]](#)

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[\[30\]](#)

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff shall refer the student to:[\[31\]](#)

1. A school-based or community-based attendance improvement program; or
2. The local children and youth agency.
3. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[\[31\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[31\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[31\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[\[31\]](#)

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[32\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[32\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.
[\[33\]](#)[\[34\]](#)[\[36\]](#)

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[30\]](#)

Maintenance of Attendance Records

School attendance records are to be kept in each building office. Teachers and staff members will assist with the records as directed by the building principal and in accordance with proper child accounting methods.

The building principal will be responsible for all summary attendance records in his/her building as well as the records for those students in other placements made by the district (e.g., alternative education classes).

Regulations pertaining to attendance and tardiness should be made clear to the pupils at the beginning of the year and then strictly enforced.

Legal References

- [1. 22 PA Code 11.41](#)
- [2. 22 PA Code 11.23](#)
- [3. 22 PA Code 11.25](#)
- [4. 22 PA Code 12.1](#)
- [5. 24 P.S. 1327](#)
- [6. 24 P.S. 1329](#)
- [7. 24 P.S. 1330](#)
- [8. 22 PA Code 11.13](#)
- [9. 24 P.S. 1326](#)
- [10. 42 Pa. C.S.A. 6302](#)
- [11. 24 P.S. 510.2](#)
- [12. 24 P.S. 1332](#)
- [13. 24 P.S. 1339](#)
- [14. 22 PA Code 11.22](#)
- [15. 22 PA Code 11.28](#)
16. Pol. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
- [20. 22 PA Code 11.34](#)
- [21. 22 PA Code 11.32](#)
- [22. 22 PA Code 11.5](#)
- [23. 22 PA Code 11.31](#)
- [24. 22 PA Code 11.31a](#)
- [25. 24 P.S. 1327.1](#)
26. Pol. 137
- [27. 22 PA Code 11.21](#)
- [28. 22 PA Code 11.26](#)
- [29. 24 P.S. 1546](#)
- [30. 24 P.S. 1333](#)
- [31. 24 P.S. 1333.1](#)
- [32. 24 P.S. 1333.2](#)
33. Pol. 103.1
34. Pol. 113
35. Pol. 113.3
36. Pol. 114
- [22 PA Code 11.24](#)
- [22 PA Code 11.8](#)



Book	Policy Manual
Section	200 Pupils
Title	Medications
Number	210
Status	Up For Revision
Adopted	August 14, 2000
Last Revised	August 21, 2017

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any Food and Drug Administration (FDA) approved over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority

If in order to maintain sufficient health to participate in the school program a student must be given medication during school hours, then the following procedure shall be adhered to: [\[1\]\[2\]](#)

1. Whenever possible, parents/guardians are requested to administer medication at home.
2. All prescription medications that are to be dispensed during school hours must be accompanied by a written authorization signed by the doctor and parents/guardians. Nonprescription medications may be dispensed with a written parental approval indicating name of medication, dosage, time of administration and when last administered, instructions for administration of the medication, and parent/guardian signature.

The Dallastown Area School District shall incur no liability for use of unauthorized drugs.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[\[3\]](#)

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students with complex health needs.[\[4\]](#)[\[5\]](#)

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years and revised as necessary.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[\[6\]](#)[\[7\]](#)

Students may possess and use asthma inhalers, ~~and~~ epinephrine auto-injectors ~~glucagon and insulin~~ when permitted in accordance with state law and Board policy.[\[8\]](#)[\[9\]](#)

Medications, preparations or products not approved by the FDA, such as herbals, teas, homeopathic medication, vitamins, dietary supplements, or medications from other countries will not be administered.

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored in a refrigerator.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.

7. Name of medication and amount dispensed.

8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

The administration of medication to students participating in a field trip or other school-sponsored activity shall be consistent with the terms of a student's Individualized Education Plan and/or Section 504 Agreement if applicable.

Students (grades K-12) requiring administration of emergency medications on a field trip will be allowed to carry and self-administer the medication if the following criteria have been met:

1. The parent/guardian has completed the section of the field trip consent form that addresses the administration of emergency medications.
2. The student has on file in the nurse's office authorization for administration of the medication that meets all the criteria ~~previously addressed~~ established through Board Policy or Administrative Regulation.
3. The medication is currently located in a secure place within the school for use by the student.
4. The student will be responsible, on the day of the field trip, to obtain his/her medication from the school location to carry on the field trip. The nurse is responsible for verifying that the medication is properly labeled, verifying the student is able to state when the medication is to be taken and notifying the teacher that the student is carrying the medication.
5. The student is to return the medication to the nurse upon returning to the school unless they have brought ~~approved~~ medication from home for the field trip.
6. The specific requirements for the self-administration of an asthma inhaler, insulin, ~~glucagon~~, and an epinephrine auto-injector have been completed.
7. The student shall be made aware that the medication is intended for his/her use only and may not be shared with other students.
8. The student shall notify classroom teacher, nurse or other school employee supervising the field trip or school activity immediately following each use of self-administered medication.

9. Students shall be prohibited from sharing, giving, selling and using medication in any manner other than when it is prescribed during school hours, at any time while on school property, at any school sponsored activity, and during the time spent traveling to and from school and school activities. Violations of this policy shall result in loss of privilege to self-administer medication and disciplinary action in accordance with Board policy.

Additional considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.
8. Evaluation of the request of the parent/guardian of a student to appoint a temporary custodian for the administration of medication.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

1. Requiring the parent/guardian to provide information regarding storage instructions for medication prior to an individual field trip or other school-sponsored activity.
2. Restricting the possession and storage of medication to assigned school health staff or the student's temporary custodian for an individual field trip or other school sponsored activity when the student does not have prior approval to self-administer medication.

"Hold Harmless" Policy

The Dallastown Area School District, in consideration of dispensation of medicines by the nurses and duly authorized agents of the Board who are employed by said district, hereby covenants and agrees to hold harmless and indemnify all such nurses and duly authorized agents of the Board against any and all claims, damages, expenses, attorneys' fees, suits, cause or causes of action in law or equity or any place whatsoever which may be brought against any of such nurses and duly authorized agents of the Board because of any negligent act or omission done or not done by such nurses and duly authorized agents of the Board in connection with said dispensation of prescription drugs. The term of this policy shall begin on the date executed and continue indefinitely.

Legal

[1. 24 P.S. 510](#)

[2. 22 PA Code 12.41](#)

[3. 42 Pa. C.S.A. 8337.1](#)

4. Pol. 103.1

5. Pol. 113

[6. 24 P.S. 1409](#)

7. Pol. 216

[8. 24 P.S. 1414.1](#)

9. Pol. 210.1

10. Pol. 121

[24 P.S. 1401](#)

[24 P.S. 1402](#)

Pennsylvania Department of Health "Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care" March 2010

Last Modified by Joshua Doll on August 10, 2017



Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Number	246
Status	First Reading
Adopted	August 21, 2017

Purpose

Dallastown Area 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 promotion 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 this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

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 nutrition 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 for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[\[2\]](#)[\[3\]](#)

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[\[3\]](#)

Staff members responsible for programs related to school 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 school wellness. The report may include:

1. Listing of activities and programs conducted to promote nutrition and physical activity.
2. Recommendations for policy and/or program revisions.
3. Suggestions for improvement in specific areas.
4. 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: [\[2\]](#)[\[3\]](#)

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. [\[3\]](#)

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 School 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 School Wellness policy; and a means of contacting Wellness Committee leadership. [\[2\]](#)[\[3\]](#)

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include: [\[3\]](#)[\[4\]](#)

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School 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 School 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.[\[2\]](#)

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 School Wellness policy that complies with law to recommend to the Board for adoption.
2. 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.[\[3\]](#)
3. The Wellness Committee 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.
4. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.
5. The Wellness Committee 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.
6. The Wellness Committee 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 Department Head of Nursing annual reports and later reports on the remedial work accomplished during the year, as required by law.[\[5\]](#)

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.[\[6\]](#)[\[7\]](#)[\[8\]](#)

1. 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.
2. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
3. Nutrition education lessons and activities shall be age-appropriate.
4. 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.
5. Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
6. 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.[9]

7. 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.

1. District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.
2. Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

Physical Activity

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

1. 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.
2. A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
3. Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.

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.[7][8][\[10\]](#)

1. Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
8. Physical education shall be taught by certified health and physical education teachers.
9. Appropriate professional development shall be provided for physical education staff.

Other School Based Activities

1. 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.[\[11\]](#)[\[12\]](#)
2. 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.[\[9\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)
3. District schools shall provide adequate space, as defined by the district, for eating and serving school meals.
4. Students shall be provided a clean and safe meal environment.
5. Students shall be provided adequate time to eat.
6. Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[\[11\]](#)
7. Students shall have access to hand washing or sanitizing before meals and snacks.
8. Access to the food service operation shall be limited to authorized staff.
9. Nutrition content of school meals shall be available to students and parents/guardians.
10. Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.
11. To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.
12. The district shall provide appropriate training to all staff on the components of the School Wellness policy.
13. 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.

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.[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

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.[\[3\]](#)[\[16\]](#)[\[17\]](#)

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

For purposes of this policy, *school campus* means any area of property under the jurisdiction of the school that students may access during the school day.[\[3\]](#)[\[16\]](#)

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.[\[3\]](#)[\[16\]](#)

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[16\]](#)

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.[\[18\]](#)

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.[\[16\]](#)

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: Foods and beverages shall encourage healthy lifestyle habits.

2. Classroom Parties and Celebrations: When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
3. Shared Classroom Snacks: Shared classroom snacks are not encouraged in district schools.

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.[\[3\]](#)[\[16\]](#)

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.[\[19\]](#)

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:[\[20\]](#)

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.

Legal References

- [1. 24 P.S. 1422.1](#)
- [2. 42 U.S.C. 1758b](#)
- [3. 7 CFR 210.31](#)
- [4. 7 CFR 210.15](#)
- [5. 24 P.S. 1422](#)
- [6. 24 P.S. 1513](#)
- [7. Pol. 102](#)
- [8. Pol. 105](#)
- [9. Pol. 808](#)
- [10. 24 P.S. 1512.1](#)
- [11. 7 CFR 210.10](#)
- [12. 7 CFR 220.8](#)
- [13. 42 U.S.C. 1751 et seq](#)
- [14. 42 U.S.C. 1773](#)
- [15. 7 CFR 210.30](#)
- [16. 7 CFR 210.11](#)
- [17. 7 CFR 220.12](#)
- [18. Pol. 229](#)
- [19. 24 P.S. 504.1](#)
- [20. Pol. 209.1](#)
- [24 P.S. 1337.1](#)

[24 P.S. 1422.3](#)

[P.L. 111-296](#)

[7 CFR Part 210](#)

[7 CFR Part 220](#)

[Pol. 103](#)

[Pol. 103.1](#)

Last Modified by Joshua Doll on July 14, 2017



Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Up For Revision
Adopted	June 16, 2016
Last Revised	August 21, 2017

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.[\[11\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[1\]](#)[\[12\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[12\]](#)

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Business Manager or Director of Accounting Services.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[1\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Director of Accounting Services.[\[1\]](#)[\[4\]](#)

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School

Lunch Program and the Special Milk Program.[\[1\]](#)[\[3\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[11\]](#)

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[17\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[\[1\]](#)

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[\[1\]](#)

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[\[18\]](#)[\[19\]](#)

Free/Reduced-Price Meals and Free Milk

The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[\[14\]](#)[\[20\]](#)

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[\[21\]](#)[\[22\]](#)[\[23\]](#)

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[\[14\]](#)[\[15\]](#)[\[24\]](#)

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[\[8\]\[10\]\[14\]](#)

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[\[15\]\[24\]\[25\]](#)

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[\[6\]\[7\]\[16\]](#)

School Meal ~~Charges and~~ Accounts

~~Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.~~

~~The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:~~

- ~~1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.~~
- ~~2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.~~
- ~~3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.~~

~~To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:~~

- ~~• The District shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.~~
- ~~• The district shall notify students and/or parents/guardians when the student's account reaches a low balance.~~
- ~~• The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make a payment.~~
- ~~• The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.~~
- ~~• The district shall only offer a meal, and not an a la carte retail item, when a student forgets or loses his/her money or when his/her account has insufficient funds.~~

~~This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate~~

school staff, and contracted food service personnel.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Legal	1. 24 P.S. 504
	2. 24 P.S. 807.1
	3. 24 P.S. 1335
	4. 24 P.S. 1337
	5. 2 CFR Part 200
	6. 42 U.S.C. 1751 et seq
	7. 42 U.S.C. 1773
	8. 7 CFR Part 210
	9. 7 CFR Part 215
	10. 7 CFR Part 220
	11. FNS Instruction 113-1 (USDA)
	12. 42 U.S.C. 1760
	13. 3 Pa. C.S.A. 5713
	14. 42 U.S.C. 1758
	15. 7 CFR 210.13
	16. 7 CFR 210.30
	17. Pol. 246
	18. Pol. 610
	19. Pol. 626
	20. 7 CFR Part 245
	21. 7 CFR 15b.40
	22. Pol. 103.1
	23. Pol. 113
	24. 7 CFR 220.7
	25. 7 CFR 210.9
	7 CFR Part 215
	Pol. 000
	Pol. 103.1
	P.L. 111-296



Book	Policy Manual
Section	900 Community
Title	School-Affiliated Organizations (Booster Clubs and PTOs)
Number	915
Status	Up For Revision
Adopted	August 13, 2009
Last Revised	August 21, 2017

Authority

The Board recognizes and appreciates the cooperation, encouragement, and support given by school-affiliated organizations through volunteer efforts focused on supporting various extracurricular, interscholastic athletics, or co-curricular activities of the schools. This policy does not cover the Educational Foundation, Dollars for Scholars, or similar organizations, or school-sponsored clubs and activities supervised by the school through a faculty advisor (such as Chess Club, School Newspaper, and similar clubs or activities) that are not affiliated with a Booster Club or PTO (School-Affiliated Organization as defined in this policy). It is the Board's desire to maintain the good relationship between the district and School-Affiliated Organizations to serve the basic educational goals of the school. The Board shall approve any new organization as it is formed.[\[1\]](#)

Consistent with law, the Board has the authority and responsibility to set rules and guidelines within which School-Affiliated Organizations will function.

Definition

School-Affiliated Organization (SAO) - an organization, sanctioned by the Board to use the name of the school district or any of its school programs, composed of parents/guardians and community members who choose to support an extracurricular, interscholastic athletics, or co-curricular activity (Booster Club), or choose to support a school building (PTO).

Guidelines

Initiation of a SAO Organization

To initiate a SAO for a particular activity, the following process must be followed:

1. Parents/Guardians shall discuss their intent with the appropriate coach/advisor/director (or in the case of a PTO, directly to the building principal).
2. The coach/advisor/director shall then discuss the request with the building principal.
3. If approved by the building principal, a formal written request shall be submitted by the SAO to the Superintendent or designee for approval.
4. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.

General Guidelines That All SAOs Must Follow

1. By-laws:

- a. The by-laws shall be compliant with the philosophy, mission, and policies of the district.
- b. SAO must complete and submit by-laws to the superintendent or his/her designee before the beginning of the school year, or prior to the start of the activity's season.

Note: Instead of the annual by-law submittal, established SAOs may submit a letter certifying that the organization continues to function under the previously submitted by-laws.

2. Violation of Board Guidelines, P.I.A.A. regulations and standards or applicable state or federal laws could result in the revocation of the Board approval for the SAO to use the district's name and facilities in conjunction with its activities as well as the privilege to interact with the teams, clubs, groups and/or organizations of the school district that it supports.
3. SAO's must annually submit a list of names of their officers to the building principal.
4. SAO's shall not serve as a lobbying force or special interest group whose purpose is to control or influence the managerial or administrative decisions of the coach, director, advisor, athletic director, principal, central administration, or the Board.

Arrangements to utilize school facilities must be made through the building principal and the Director of Buildings and Grounds **and requires submission of 707 AR Attachment C.**[2]

The district is not responsible for any equipment supplied by a SAO which is lost or stolen.

All SAO websites and links shall follow the district's Acceptable Use policies.[3]

Finances

The district does not assume any financial responsibility for a SAO and excludes itself from any liability that a SAO may incur.

Accounting Procedures

1. The treasurer of the SAO shall handle all funds.
2. A bank account shall be established for each organization.
3. All funds shall be deposited into the authorized bank account.
4. Two (2) signatures shall be required on all checks.
5. No more than one (1) authorized signer on each check may be a school district employee. School administrators and school office personnel may not be authorized signers.
6. Two (2) people shall count any funds earned or received and provide the treasurer with a signed proceeds receipt.
7. Sale slips, receipts, invoices, or any other document pertaining to expenditures shall be retained, for a minimum of seven (7) years.
8. All accounts shall institute a dual control. On a monthly basis, one individual shall reconcile each bank statement/account and a second individual shall review each reconciliation statement.

9. At the end of each season/school year (as applicable to the length of the organization's fiscal period) a treasurer's final report must be filed with the district.

Reporting Process

1. At a minimum, an annual independent review (compilation) of financial records shall occur.
2. The review shall be conducted by a committee or a qualified accountant.
3. If the organization chooses to utilize a committee, its members shall not include the signers on the checking account.
4. The results of the review shall be reported and filed with the Superintendent or his/her designee within twelve weeks after the end of the season, school year, or fiscal year (ending June 30).

School Affiliated Organizations shall not use the district tax-free number for purchases. Organizations should strongly consider incorporating as a non-profit corporation with the Commonwealth of Pennsylvania, registration with the Bureau of Charitable Organizations, and 501(c)(3) tax-exempt status with the IRS as appropriate.

Fundraising

1. SAO fund-raising activities must have pre-approval by the building principal or his/her designee.
2. An announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or district.
3. Consistency with Board policies, guidelines, P.I.A.A. regulating standards, Pennsylvania gambling guidelines, the Pennsylvania Solicitation of Funds for Charitable Purposes Act and all other applicable state law are required for fundraising activities.

Contributions

The district supports contributions to schools which shall be made with the advice and approval of the Superintendent or his/her designee.

The district also supports contributions to the Athletics Department. However, SAO donations to individual sports shall be made with the advice and approval of the Athletics Directors and/or Superintendent or his/her designee. This is necessary to ensure equity among programs in keeping with the guidelines of Title IX* and to protect the athletes from potential violations of P.I.A.A. regulations concerning amateur status.

In addition, to comply with Pennsylvania law regarding Title IX reporting requirements, SAO's supporting athletic programs must submit to the district, with their annual financial report, detail with regard to both contribution made to and purchases made on behalf of the athletic program the SAO supports. This information shall be completed on forms provided by the district.

Any gifts or equipment which would require installation, storage or maintenance shall require a formal acceptance by the Board. Any such equipment donated shall become property of the district.

*Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.

SAO Dissolution

The bylaws and other applicable organizational documents of the SAO should contain language consistent with Pennsylvania law and the Internal Revenue Code as to the distribution of assets in the event of dissolution, namely that the assets, once liabilities have been paid, are distributed in

furtherance of the purpose of the organization and not to individuals. In the case of a federally tax-exempt SAO, distribution of assets should be to further another tax-exempt or public purpose.

Note that no part of this policy shall be construed as legal or accounting advice to the SAO. All organizations covered by this policy should consult their own professionals with regard to legal, accounting and tax advice to insure compliance with state and federal laws.

Legal [1. 24 P.S. 510](#)

2. Pol. 707

3. Pol. 815

Pol. 702

Last Modified by Joshua Doll on July 14, 2017



Book	Policy Manual
Section	800 Operations
Title	Student Payment of School Meal Accounts
Number	808-AR-1
Status	Up For Revision
Adopted	June 16, 2016
Last Reviewed	August 21, 2017

The district permits students to incur reasonable charges for school meals. However, in an effort to ensure the effective operation of the district's food services program, the following guidelines for student payment of school meals will be enforced:

1. Every effort will be made to collect all monies owed to the cafeteria.
2. The Secretary to the Business Manager will e-mail notices weekly or bi-weekly to parents/guardians when unpaid accounts reach a negative balance. If an e-mail address is not provided, a letter will be mailed. The notices will continue until the account is no longer in arrears.

Meals will always be provided to students in the elementary schools and to disabled students, who may be unable to take full responsibility for a school meal account.

Last Modified by Joshua Doll on July 14, 2017



Book	Policy Manual
Section	700 Property
Title	Use of District Facilities
Number	707-AR
Status	Up For Revision
Last Revised	August 21, 2017

The following instructions are established by the Dallastown Area School District administration ("Administration") pursuant to Dallastown Area School District Policy 707, Use of School Facilities (the "Policy"), which was adopted by the Dallastown Area School District Board of Directors (the "Board"). The use of any school facilities of the Dallastown Area School District ("school district" or "district") shall be in accordance with the policy and these procedures.

I. User Categories

The users of school facilities (each a "user") shall be classified according to the categories established in Exhibit A, which is attached and incorporated by reference herein (each category being a "user category"). The lower numbered user categories will be granted priority over higher numbered user categories subject to the discretion of the Board or administration, which may be exercised under special circumstances.

II. Rental Costs

Rental costs and staff fees for the use of school facilities will be based upon the schedule attached as Exhibit B, which is incorporated by reference. The rental costs and staff fees shall be reviewed by the administration no less than annually. The rental costs ~~and staff fees~~ may vary depending upon the user category. Only those school facilities listed for use on Exhibit B are available for rental.

III. Application Procedure

Any user desiring to use school facilities (each an "applicant") shall submit an application requesting said use. The approval of the application by the school district shall be required before an applicant can use school facilities. An application to use school facilities must be submitted on the form attached as Exhibit C, which is incorporated by reference (the "application"). The application must be completed in its entirety and have attached to it any information requested on the application or in the policy or procedures.

IV. Applications

Completed applications shall be submitted to the ~~Director of Building and Grounds~~ **Building and Grounds Department** no more than one (1) year or less than thirty (30) days prior to the requested date of use. If more than one (1) application is received for use of a particular school facility at the same time, then the requests will be considered on the basis of the following factors:

1. The user category and relationship of the applicant to the school district.
2. ~~In the order in which they are received.~~
3. If the user is an organization or entity, the full name of the entity, evidence of its establishment (i.e. Articles of Incorporation, Certificate of Organization, etc.) and evidence that the applicant is authorized to apply on behalf of the entity shall be provided to the district with the application.
4. The aims, goals, and objectives of the applicant.
5. The purpose of the planned facility usage.
6. The relationship of the planned facility usage to the general welfare of the community.
7. The financial circumstances of the applicant.
8. The operational aspects of the proposed use, including attendees and their supervision, when school age children will be involved.
9. If the rental involves an activity in which the applicant will be providing direct contact, meaning they are responsible for the care, supervision, guidance or control of children AND have routine interaction with children, ~~such that the applicant will assume responsibility for participating children in lieu of a parent/guardian,~~ then the applicant shall obtain background checks and clearances for all employees or volunteers who meet the aforementioned description during the activity for which the facility is rented.

Such background checks and clearances shall include the following:

- a. A report of criminal history information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to a particular employee or volunteer. The report or statement must be no more than five (5) years old. This document is available online at <https://epatch.state.pa.us/Home.jsp> or by telephone at 1-888-783-7972.
- b. A report of Federal Criminal History from the Federal Bureau of Investigation ~~or an FBI Clearance Exemption Form~~. The report must be not more than five (5) years old. This report is prepared online at www.pa.cogentid.com or by telephone at 1-888-439-2486.
- c. A Pennsylvania Child Abuse History Clearance. The report must be not more than five (5) years old. This report can be obtained online at <https://www.hhsapps.state.pa.us/iam/im/citizenpub/ca12/index.jsp?task.tag=SelfRegistrationCitizen> or by submitting the Pennsylvania Child Abuse Clearance form available at http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf.

If any employees or volunteers of the applicant are also employees of the Dallastown Area School District, and have already undergone a satisfactory background check that is on record, then a new background check is not required.

Verification that background checks have been obtained for each and every employee or volunteer of the applicant, as required above, shall be acknowledged on the Application. The applicant must be ready to provide all background check information to the district for inspection, upon request.

10. Other criteria that may be deemed relevant.

Applications ~~may shall not~~ be accepted less than thirty (30) days prior to the requested date of use. ~~on a case-by-case basis. In such case, the application will be evaluated at the earliest convenience of the Director of Building and Grounds. However, there shall be no guarantee that the requested use will be granted in such case.~~

The administration, if necessary, may implement a meeting process to allow all applicants to work together collaboratively when requesting the use of school facilities.

Applications will be reviewed and decided upon as soon as practicable following receipt thereof. An application that has been granted approval shall result in the applicant **being issued a contract which will entitle to the** use of the school facility in accordance with the approved application. All applicants should bring their **approved-application contract** to the school facilities when using the school facilities as proof of that right to use.

The failure of an applicant to utilize school facilities pursuant to its approved application(s) shall be a factor when evaluating any future applications, and accordingly, excessive requests for use of school facilities when the actual use is not anticipated are strongly discouraged.

Applications may be approved with conditions attached and to which the applicant shall comply.

The failure of an applicant to comply with all provisions of this Administrative Regulation, the Policy pursuant to which it was implemented, and other requirements related to rental of district facilities, may result in the immediate termination of the rental and the denial of future requests for rentals as well. If the school district's insurance policy will not provide coverage for any reason, then the applicant shall be required to meet the requirements of this subsection.

If the facility usage is operated under a recognized parent/teacher organization, booster club, or any school district sanctioned volunteer group, a recognized officer must complete the rental application. In addition, the recognized parent/teacher organization, booster club, or any school district sanctioned volunteer group shall be responsible for all funds received and expended by the activity, including documentation thereof as required by Policy 915 or applicable law. The proceeds of the rental use must benefit the recognized parent/teacher organization, booster club, or any school district sanctioned volunteer group that applied for the rental.[1]

After receipt of **an approved-application a signed contract**, the applicant is entitled to use the school facilities pursuant to the application and liable for the costs associated with the proposed use.

V. Cancellation

After receipt of an approved application, the applicant is entitled to use the school facilities pursuant to the application and liable for the costs associated with the proposed use.

- If an application is submitted at least thirty (30) days prior to the requested date of use, and the application is approved, then the applicant shall be allowed to cancel its request to use the school facility without any administrative fee or cost any time prior to the date and time two (2) weeks immediately before that requested use. Such a notice of cancellation is effective upon receipt by the district.
- If the applicant, after receiving an approved application, desires to cancel its request to use a school facility between two (2) weeks and seventy-two (72) hours in advance of the proposed date and time of use, then the applicant shall be required to pay to the school district a \$50 administrative fee plus any and all costs incurred by the school district in preparing the school facilities for use by the applicant.
- If the applicant cancels its request to use the school facility within seventy-two (72) hours of the proposed use, then the applicant shall be required to pay to the school district a \$75 administrative fee plus any and all costs incurred by the school district in preparing the school facilities for use by the applicant.
- If the applicant fails to cancel its request to use the school facility and does not, in fact, use it, then the applicant shall be liable for either the actual costs (rental, staff and other fees) that would have been incurred pursuant to the proposed use or a \$100 administrative fee plus any

and all costs incurred by the school district in preparing for the proposed use.

- The choice shall be at the discretion of the district. Exceptions to these cancellation charges may be granted in emergency circumstances.

If the school district is required to enforce its rights pursuant to these procedures or the policy, then the school district shall be entitled to recover all costs incurred, including reasonable attorney's fees.

VI. Insurance

The applicant shall provide evidence of insurance coverage. A certificate of his insurance is required, and it shall name the Dallastown Area School District as an "additional insured". Such insurance shall be in effect for the minimum amounts listed below in any commercial general liability, with those numbers.

~~General Aggregate Limit: \$2,000,000.00.~~

~~Each Occurrence Limit: \$1,000,000.00.~~

~~General Liability~~

~~\$1,000,000.00 Each Occurrence~~

~~\$3,000,000.00 Aggregate, for each accident, bodily injury~~

~~Automobile Insurance~~

~~\$1,000,000.00 Combined Single Limit Liability~~

~~Umbrella/Excess Coverage~~

~~\$5,000,000.00 Aggregate~~

~~Sexual Abuse & Child Molestation Coverage~~

~~\$1,000,000.00 Each Act~~

~~\$3,000,000.00 Annual Aggregate~~

~~Additional Insured - Dallastown Area School District~~

Workers Compensation Coverage, if the applicant has employees involved with the use.

If working with children, there must be Abuse and Molestation Coverage, either within the Commercial General Liability Policy or as a separate policy, to which the same limits would apply.

Insurance shall also have a waiver of subrogation.

If the applicant consists of a recognized parent/teacher organization, booster club or any school district sanctioned volunteer group, such that it receives coverage through the school district's insurance policy, then these insurance requirements shall not be applicable.

~~Other exceptions to the insurance requirements may be considered upon request, in the case of hardship.~~ The school district may waive the requirements, in its discretion, or with the approval of its solicitor.

VII. Waiver

The applicant shall obtain from any participants in the activity for which the rental is sought, a release in the following form set forth on Exhibit D to this administrative regulation, or in a form found acceptable by the district solicitor. The applicant shall have such waivers available for review and inspection by the district prior to or at the commencement of the activity for which the rental is sought.

By conducting the activity and allowing the participants to come to the school facility, the applicant is representing that it has obtained waivers from all participants.

VIII. Limitation of Use of School Facilities

The district reserves the right to limit the use of school facilities based upon the recognized capacity for use of those facilities, the condition of the school facilities, and to avoid excessive wear and tear.

Applicants are advised that they must exercise discretion before utilizing school facilities even after receipt of approval in the event of inclement weather or other factors that could result in damage to the school facilities. Applicants shall be responsible for any damages to school facilities beyond reasonable wear and tear appropriate for the proposed activities.

IX. Requirements for Use

1. A school district custodian or other responsible employee shall be on duty at all times when a school facility that includes a building is used by the applicant. However, exceptions from this requirement may be granted on a case-by-case basis, depending upon the frequency of use of the school facility by the applicant, the nature of the use, and the applicant's relationship to the district.
2. The applicant shall assume full responsibility for its authorized users of school facilities pursuant to its request. The applicant shall be liable for all damages or injuries occurring to persons or property during the requested use. ~~The applicant shall provide sufficient, competent supervision during the use of school facilities.~~ The applicant shall designate one person/s to direct and assume responsibility for the use of the facility during occupancy. Assigned person is to be present during the entire time the building is scheduled to be used and will assume responsibility for building security and the behavior of those attending the event. The amount and type of supervision shall be subject to approval by the school district. The applicant shall place all school facilities in the same condition following their use as they were prior to their use. When considered necessary by the administration or School Board, police and/or security protection shall be provided at the school facility during the use and at the sole expense of the applicant.
3. Use of any school facilities shall be subject to the general rules established for that school facility by the appropriate representative of the administration.
4. Use of any school facilities shall in no way interfere with the operation of regular district programs.
5. The applicant shall report immediately upon discovery any damaged or dangerous portions of the school facilities to the school district employee on site or the Director of Building and Grounds.

X. Restrictions Applicable During Use of School Facilities

In addition to the limitations set forth in the policy, the following restrictions shall also apply to an applicant's use of school facilities:

1. Parking is restricted to paved areas and areas approved for overflow parking. ~~Parking in grassy areas is strictly prohibited.~~
2. Sneakers or gym shoes must be worn while playing or coaching in gyms or all-purpose rooms.
3. The applicant's use of school facilities is authorized only for those areas specifically requested in and/or approved pursuant to the application.

4. No storage of equipment or other items is authorized on school facilities between uses by the applicant. Temporary storage may be provided upon written authorization ~~of the administration from Buildings and Grounds~~, if space is available.
5. The ~~district reserves the right to restrict the~~ sale of any items during the activity conducted during the use of the school facilities ~~is not permitted unless previously authorized in writing by the administration~~.
6. Permanent alterations or other damaging activities to school facilities or equipment are prohibited. ~~All decorations, stage scenery, etc. must comply with fire laws and regulations of the state and municipality. Decorations, stage scenery, etc. may not be attached to walls, furniture, etc. so as to mar any surface. All decorations provided by the organization must be immediately removed after facility use.~~
7. The use of technology, ~~audio visual equipment~~ and network access may be authorized upon request. In such case, the Director of Technology Services shall specify the type of supervision and set up that shall be required at the cost of the applicant.
8. The use of kitchen school facilities may be authorized upon request. In such case, the Director of ~~Food Dining~~ Services shall specify the type of supervision that shall be required at the cost of the applicant.

XI. Provisions for Inclement Weather

If there should be inclement weather on or around the time for which an applicant has been granted approval to utilize the school facilities, then the following shall apply:

1. The applicant is entitled to reschedule its use of the school facilities at a future date and time if the inclement weather does not permit safe use, as determined by the applicant or district.
2. To the extent that the applicant would like to use the school facilities, it shall be required to ensure that access to and from the school facilities and the school facilities itself is in appropriate and safe condition. Emphasis on this requirement is heightened during the weekends when the district's maintenance staff may not be actively maintaining the school facilities based upon its schedule, the availability of its employees, and the expected time that students will return to school facilities for instruction. If the applicant desires to request that the maintenance staff make special accommodations for use of the school facilities, it may do so, in which case the applicant shall be responsible for all costs and expenses of such efforts. Third-party maintenance of the school facilities shall not be permitted
3. Use of the school facilities during inclement weather, pursuant to this Administrative Procedure shall also be subject to receipt of verbal approval from a representative of the district including the Superintendent, ~~Supervisor~~ Director of Buildings and Grounds, ~~Assistant Supervisor of Buildings and Grounds~~ Custodial Supervisor, or another individual so designated in writing, and any other conditions that such representative may require as a condition of such approval.
4. Additionally, the applicant understands and agrees, by virtue of its application, the policy, this Administrative Procedure, and its use, that the applicant shall indemnify and hold harmless the Dallastown Area School District, its Directors, administrators, employees, agents, and representatives, from and against any and all liability or damages that may arise out of or be related to the applicant's use of the school facilities, included reasonable attorney's fees.
5. It is the purpose of this paragraph to ensure that the school facilities are safe for use and that such effort to ensure the safety does not result in additional costs or liabilities to the Dallastown Area School District.

[707 AR Attachment A.docx \(15 KB\)](#)

[707 AR Attachment B.doc \(56 KB\)](#)

[707 AR Attachment C.docx \(29 KB\)](#)

[707-AR Attach D.pdf \(11 KB\)](#)

[707-AR Attach E.pdf \(37 KB\)](#)

Last Modified by Joshua Doll on August 23, 2017

Exhibit A

Use of School Facilities Category of Users

The user categories are defined as follows:

Category I

Activities directly related to the normal school district programs shall be permitted the use of the various school facilities with the established rental charges being waived by the school district. The applicant will be required to pay all staff fees. Groups and/or activities that are presently included in Category I include:

1. Teacher Association
2. School affiliated booster clubs, including camps run by booster clubs
3. School affiliated Parent Teacher Organizations
4. School affiliated co-curricular, extra-curricular and intermural activities
5. Invitational athletic events sponsored by the booster clubs and/or athletic teams
6. Employee wellness program
7. PIAA and YAIAA athletic events
8. County or state government or educational organizations approved by the school board of directors.

Category II

Activities sponsored by those non-profit organizations that are chartered or established totally within the Dallastown Area School District and whose program shall provide civic, educational, or athletic benefits to participants, which shall consist of a minimum of seventy percent (70%) of Dallastown Area School District residents. The charge shall be fifty percent (50%) of the rental rate for these activities. In addition, the applicant shall pay all staff fees.

Category III

Activities sponsored by those non-profit organizations not chartered or established totally within the Dallastown Area School District and providing civic, educational, or athletic benefits to a group of individuals, which do not consist of at least seventy percent (70%) of Dallastown Area School District residents. The charge shall be seventy-five percent (75%) of the rental rates for these activities. In addition, the applicant shall pay all staff fees.

Category IV

All other organizations not addressed by the previous three (3) categories shall be considered in Category IV. The rental charge for the use of facilities by Category IV users shall be the full rental charge set forth on Exhibit B. In addition, the applicant, the applicant shall pay all staff fees.

Exhibit B
RENTAL FEES

SCHOOL FACILITY	Full-Day Rate	Half-Day Rate
High School Auditorium	\$600.00	\$300.00
Middle School Auditorium	\$480.00	\$240.00
Intermediate School Auditorium	\$600.00	\$300.00
Classroom (if approval is granted)	\$60	\$30
High School Gymnasium	\$720.00	\$360.00
Middle School Gymnasium	\$480.00	\$240.00
Intermediate School Gymnasium	\$720.00	\$360.00
High School Cafeteria	\$360.00	\$180.00
Middle School Cafeteria	\$360.00	\$180.00
Intermediate School Cafeteria	\$360.00	\$180.00
Elementary Gymnasiums	\$240.00	\$120.00
High School Soccer Field – Not Available		
Tennis Courts – Rates Available Upon Request	\$120	\$60
High School Track	\$120.00	\$ 60.00
Swimming Pool	\$600.00	\$300.00
High School/Middle School Campus Field Hockey/Softball Field/Baseball Field Middle School Field Hockey Field Lower Soccer Practice Field/Intramural Field	\$ 60.00	\$ 30.00
Elementary Fields Ore Valley (1 Soccer – 2 Baseball Fields) Dallastown (None) York Township (1 Baseball/Soccer Field) Loganville (2 Baseball or 1 Soccer Field) Leaders Heights (1 Baseball/Soccer Field)	\$ 20.00	\$ 10.00
Note: A half-day is four (4) hours or less		

Exhibit B

High School Stadium Turf Field (2 Hour Increment)

High School Stadium-Without Lights	\$200
High School Stadium-With Lights	\$250

STAFF FEES

Staff *	On Duty Hourly Rate	Off Duty Hourly Rate
Custodial	\$40.00	\$60.00
Swimming Pool *	\$30.00	\$30.00
Stage/Audio Visual	\$45.00	\$45.00

Staff fees shall be billed only in hour increments and to the next full hour based upon the amount of time applicable.

* Depending upon size of rental group, **security and/or** additional staff may be required with a resulting increase in staff cost.

Please email completed application to ashley.spector@dallastown.net
or mail to:

Dallastown Area School District
Buildings & Grounds Office
700 New School Lane
Dallastown, PA 17313-9242

Application for Use of School Facilities

All information must be completed for your application to be processed.

*NAME OF PERSON SUBMITTING APPLICATION: _____

ADDRESS OF PERSON SUBMITTING APPLICATION: _____

CITY: _____ STATE: _____ ZIP: _____

*TELEPHONE NUMBERS: _____ (CELL) _____

*EMAIL ADDRESS: _____

*NAME OF ORGANIZATION BEING REPRESENTED BY APPLICANT (if any): _____

ADDRESS OF ORGANIZATION: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

WEBSITE: _____

Is the Organization a registered non-profit? ☐ Yes ☐ No If yes, you must provide a copy of 503 form.

*FACILITY REQUESTED: _____

*DATE(S) REQUESTED: _____ TIME: _____ TO: _____

*DATE(S) FOR REHEARSAL: _____ TIME: _____ TO: _____

EXPECTED PARTICIPANTS: _____

Are more than seventy (70%) percent of participants Dallastown residents: ☐ Yes ☐ No

*TYPE OF ACTIVITY: _____

USE OF PROCEEDS: _____

***Check any of the related services necessary or requested during the rental:**

☐ Custodial staff: times needed _____ to _____

☐ Security staff: times needed _____ to _____

☐ AV needs: _____

☐ Doors: Door # _____ unlock at _____ locked at _____

☐ Event Set-up (be specific include needs, locations and times): _____

☐ refrigerators ☐ score board ☐ restrooms ☐ life guards

☐ other (please list): _____

Will any outside vendors be attending your event? ☐ Yes ☐ No

**Anyone utilizing district facilities must establish contact with the Buildings & Grounds office at least 1 week prior to the event in order to complete detailed arrangements.

Are the expected participants going to be children? ☐ YES ☐ NO

- If yes, I confirm that all employees or volunteers who will care, supervise, guide, control or have routine interaction with children have had their background checks (PA State Police, FBI or FBI Exemption (if applicable), Child Abuse Clearance Report) as required by the Administrative Regulations, and the background checks yielded no evidence of prior crimes, child abuse or other activities that would make those individuals unfit to be involved. Background checks must be no more than one year old.

Signature of applicant or organization representative

Date

NAME OF INSURANCE CARRIER: _____

A Certificate of Insurance, naming the Dallastown Area School District as an additional insured, must be obtained and provided no later than ten business days prior to the event or your event will be canceled. If you will have any outside vendors attending your event we will also need a copy of their Certificate of Insurance, naming Dallastown Area School District as an additional insured.

I _____ HERBY CERTIFY THAT ☐ I HAVE ☐ I WILL SECURED A SIGNED GENERAL
PRINTED NAME OF APPLICANT

RELEASE AND WAIVER OF LIABILITY FORM FOR EACH PARTICIPANT. _____

SIGNATURE OF APPLICANT

The applicant agrees to abide by Dallastown Area School District Policy 707, the related administrative regulations and the procedures adopted under it when using the school facilities requested. Further, the applicant agrees to pay all charges applicable to the use of the school facilities. The applicant understands and agrees that this application and the documents referenced above are legally binding. The applicant represents that all information set forth herein has been reviewed and is determined to be complete and accurate in all respects.

***PRINTED NAME OF APPLICANT OR ITS REPRESENTATIVE**

***SIGNATURE OF APPLICANT OR ITS REPRESENTATIVE**

DATE

****Clearance and waiver sections as well as application must be signed before application can be processed**

.....
(For District Use Only)

DATE OF RECEIPT OF APPLICATION _____ Initials of Recipient _____

CATEGORY OF APPLICANT _____

RENTAL COST (Rental Fee plus Personnel, Security and Cleaning Costs): _____