



Dallastown Area School District

*From the Office of Dr. Erin Heffler
Assistant Superintendent*

TO: DASD Policy Committee
FROM: Dr. Erin Heffler, Assistant Superintendent
DATE: March 2024
RE: Policies for Consideration and Public Review

Accompanying this memo are eighteen (18) Policies and six (6) Administrative Regulations. These policies were discussed by the DASD Policy Committee on March 18, 2024.

POLICIES

Policy Number	Policy Title	Revision Purpose
003	<i>Functions</i>	Revision to voting language concerning procedures and policies.
006	<i>Meetings</i>	Revision for compliance with the Sunshine Act and constituting of committees.
200	<i>Enrollment of Students</i>	Additional language for Interstate Compact on Educational Opportunity for Military Children
202	<i>Eligibility for Nonresident Students</i>	Revision for mandated compliance with state law and regulations for Chapter 11 and additional language for District trimester structure.
216.1	<i>Supplemental Discipline Records</i>	Revision based on 237 Pa Code Rule 163. The juvenile probation office must notify the building principal or designee upon finding a juvenile delinquent.
217	<i>Graduation</i>	Additional language for Interstate Compact on Educational Opportunity for Military Children
233	<i>Suspension and Expulsion</i>	Revision to update committee language.
251	<i>Students Experiencing Homelessness, Foster Care, and Other Educational Instability</i>	Revision based on the mandated update to the Students with Disability section.
254	<i>Educational Opportunities for Military Children</i>	New to DASD - mandated policy in terms of meeting the advanced enrollment requirement in 24 P.S. Sec. 1302.1. Link to Compact Rules

304	<i>Nepotism</i>	Revision to update committee language.
317	<i>Disciplinary Procedures</i>	Revision to update committee language.
417	<i>Disciplinary Procedures</i>	Revision to update committee language.
517	<i>Disciplinary Procedures</i>	Revision to update committee language.
619	<i>District Audit - Public</i>	Revision to update committee language.
626	<i>Federal Fiscal Compliance (Attachment 5)</i>	Revision to update committee language and 2024 Procurement Thresholds - Attachment 5 for Federal fiscal compliance.
702.1	<i>Naming Rights for School District Facilities</i>	Revision to update committee language.
707	<i>Use of School Facilities</i>	Revision to update committee language.
903	<i>Public Comment in Board Meetings</i>	Title change; Formerly Public Participation in Board Meetings. With timer projection, eliminate warning.

ADMINISTRATIVE REGULATIONS

121-AR-1	<i>Additional Administrative Regulations for Overnight Field Trips</i>	Additional paragraph added to accommodate for concerning PMEA trips.
138-AR-4	<i>English Learner Identification Procedure K-12</i>	Rewrite based on Federal Title III requirements.
200-AR-0	<i>Enrollment</i>	Rewrite to include Parental Registration Statements addressing student convictions or adjudications for sexual assault against another student in the same school. Consolidation of language.
200-AR-1	<i>Enrollment Classifications</i>	Revision to address adjudicated students experiencing educational instability and children of military families. (PSBA 200-AR-3) Nonresident language clarification.
202-AR-0	<i>Nonresident Students</i>	New (DASD does not have this AR) - to support Policy 202 addressing nonresident students, students experiencing educational instability, and children of military families.
622-AR-2	<i>General Fund vs. Capital Fund Expenditure Guidance Process to Proceed with Expenditures</i>	Revision to update committee language.



Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions
Code	003
Status	Up For Revision
Last Revised	September 23, 2021
Last Reviewed	March 18, 2024

Legislative

The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. ~~except that t~~The Board may upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy ~~herein contained, if necessary,~~ provided the suspension does not conflict with legal requirements. ~~and s~~Such suspension shall be effective until the next meeting of the Board, unless a different ~~an earlier or later~~ time is specified in the motion to suspend. The Board may suspend a procedure or policy, or any provision thereof, in a single meeting. [1][2][3][4][5]

~~Procedures and policies may be adopted, amended or suspended at a single meeting of the Board in an emergency. An emergency shall be defined for the purpose of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of pupils or employees of the district.~~

~~Procedures of the Board shall be adopted, amended, suspended or repealed by a two-thirds vote of the full Board. Policies shall be adopted, amended or repealed by a majority vote of the full Board.[6]~~

The adoption, amendment, repeal, or suspension of a Board procedure or policy shall be recorded in the minutes of the Board. All current procedures and policies shall be posted to the online Board policy manual.[7]

Executive

The Board shall exercise its executive power by the appointment of a district Superintendent who shall enforce the statutes of the Commonwealth, the rules of the State Board of Education and the policies of the Board of School Directors.[8][9][10]

The Superintendent may prepare guidelines for the administration of the school district which are not inconsistent with statutes or regulations of the State Board and are dictated by the policies of this Board. They shall be binding on the employees of this district and the students in the schools of this district when issued.[\[3\]](#)[\[5\]](#)

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the meeting next following such action.

Review

The Board of School Directors may assume jurisdiction over controversies or disputes arising within this school district and concerning any matter over which the Board has been granted authority by statute or where the Board has retained jurisdiction in contract or policies.[\[3\]](#)

In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.[\[11\]](#)

Legal

[1. 24 P.S. 301](#)

[2. 24 P.S. 407](#)

[3. 24 P.S. 510](#)

[4. 24 P.S. 511](#)

5. Pol. 000

6. Pol. 006

7. Pol. 007

[8. 24 P.S. 508](#)

[9. 24 P.S. 1001](#)

[10. 24 P.S. 1081](#)

[11. 2 Pa. C.S.A. 551 et seq](#)

[65 Pa. C.S.A. 1101 et seq](#)



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	Up For Revision
Adopted	April 21, 2011
Last Revised	April 20, 2023
Last Reviewed	March 18, 2024

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. An approximation of Robert's Rules of Order, Newly Revised, including small board rules, shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures.[\[1\]](#)[\[2\]](#)

Quorum

A quorum shall be five (5) school directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President Pro Tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings to school directors, in the newspaper(s) of general circulation in York County (as designated by the Business Office), at the district administration building, on the district website, and to any radio/television station or any individual that so requests.[\[8\]](#)[\[9\]](#)

1. First Regular Meeting of the Fiscal Year: At least three (3) days prior to the time of the meeting.[\[8\]](#)[\[9\]](#)
2. All other Regular Meetings: At least twenty-four (24) hours prior to the time of the meeting.[\[8\]](#)[\[9\]](#)

3. Special Meetings: At least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]](#)[\[9\]](#)
4. Rescheduled Meetings: At least twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)
5. Reconvened Meetings following a Recess: At least twenty-four (24) hours prior to the time of the meeting except for newspaper advertising which would not be required in this case.[\[8\]](#)

Agenda Notifications

The agenda shall be provided to each school director at least three (3) calendar days before the meeting, except for emergency meetings. Relevant reports will be included as available.

The district shall publicly post the agenda for all open Board meetings no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[9\]](#)

1. On the district's website through a link to the online agenda management application being used by the district.
2. At the district's administrative office.
3. At the location of the meeting if not held on the secondary campus.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[9\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conferences.
2. Executive sessions.

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary and Board President, to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

The meeting agenda is established by the President, Vice President, and Superintendent. The draft agenda is distributed to each Director the Friday before the regularly scheduled meeting. The draft agenda is also posted for the public on the district website. An updated draft agenda is distributed to each Director the Tuesday before the meeting, with the final agenda distribution being made on Thursday afternoon. At that time, the attachments within the final agenda will be made available to the public on the district website. Additionally, a draft agenda will be distributed to each Director one (1) business day prior to any posted public workshop and/or retreat, as well as any required executive session. Applicable attachments within the agenda will be made available to the public prior to the session.

Standard external Board reports for inclusion on the agenda should be communicated by the applicable Director to the Board Secretary the week before the regularly scheduled meeting. Any special items for inclusion on the agenda should be communicated to the President by the individual Director.

If a Board Director wishes to have an item added to an agenda, the proper protocol is to submit a request to the Board President and/or Committee Chair for consideration. The Board President/Committee Chair will consult with the Superintendent to determine if the proposed agenda item is appropriate to add. If the request is approved by the President, the proposed agenda item will be added to the next appropriate committee or Board meeting agenda. If the request is denied, the Board Director may present the proposed agenda item during the "Board Comment" section of the next Board meeting. At that time, if three (3) or more Board members agree, then the proposed item will be added to the next appropriate meeting agenda during the agenda planning process.

Typically, an item requiring formal Board action will be discussed as an information item at one (1) meeting, with the formal action being taken at the next meeting. When it is impractical for the Board to follow this two (2) meeting process, an item may be acted upon at the first meeting. Such occurrences are rare, and the consent of the Board is typically sought by the President.

Once the meeting is called to order, there is a motion to approve the agenda. Changes to the agenda may be incorporated at the time of initial approval by a majority vote of the Board. Once the agenda is approved, subsequent changes to the agenda require a 2/3 vote of the Board.

Additional regulation regarding creation of agenda items must comply with the amended Sunshine Act which prohibits the Board or governing body from taking official action on a matter of business at a meeting if the matter was not included in the required notification, *except* under the following circumstances:

- It relates to an emergency involving a clear and present danger to life or property.
- It is *de minimis* in nature and does not involve the expenditure of funds or entering into a contract or agreement.
- It is brought to the attention of the board at a meeting and the action involves referring the matter to staff for further research.

It is added to the agenda by a majority vote of the individuals present and voting at the meeting, and the reason for the added item is announced before the vote, **should the proposed creation of the agenda item comply with the circumstances listed above.**

For matters added to an agenda by a majority vote, the Board may then take official action on the matter provided that it posts the amended agenda on its website and at its main office no later than the first business day following the meeting at which the agenda was changed.

If an action item is added to the Board agenda after the first opportunity for public comment, the Board President shall provide for an additional opportunity for public comment limited to the newly added topic prior to deliberation and action (see Policy 903).

Regular Meetings

Regular Board meetings shall be open and shall be held at specified places at least once every two (2) months.[\[2\]](#)[\[14\]](#)

Special Meetings

Special meetings may be called for special purposes and shall be open except when conducted as an executive session for purposes authorized by law.[\[2\]](#)[\[5\]](#)[\[10\]](#)[\[15\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.[5]

No business shall be transacted at any special meeting except for the purpose named in the notice sent to school directors for such special meeting.[10]

Public Participation

At each open Board Meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.[2][12]

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by oral roll call vote or by voice vote as requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes also must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.*[16][17]
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[16][17]
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[17][18][19]
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[17][19]
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[16][17]
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[17][20]
 - e. Fixing the fiscal year to begin on the first day of January.[21]
 - f. Incurring temporary debt ~~(non-emergency)~~.*[19][22]
 - g. Dismissing a tenured professional employee after a hearing.*[17][23]
 - h. Borrowing in anticipation of current revenue.*[17][24]

~~Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum: Incurring temporary debit to meet an emergency or catastrophe. [17][19]~~

i. Adopting or changing textbooks without the recommendation of the Superintendent.*[\[17\]](#)[\[25\]](#)

3. Actions requiring the affirmative votes of a majority of the full membership of the Board:

a. Fixing the length of the school term.*[\[17\]](#)

b. Adopting textbooks recommended by the Superintendent.*[\[17\]](#)[\[26\]](#)

c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[17\]](#)[\[27\]](#)[\[28\]](#)

d. Appointing teachers and principals.*[\[17\]](#)

e. Adopting the annual budget.*[\[17\]](#)[\[29\]](#)

f. Appointing tax collectors and other appointees.*[\[17\]](#)[\[30\]](#)[\[31\]](#)

g. Levying and assessing taxes.*[\[17\]](#)[\[32\]](#)

h. Purchasing, selling, or condemning land.*[\[17\]](#)

i. Locating new buildings or changing the location of old ones.*[\[17\]](#)

j. Creating or increasing any indebtedness.*[\[17\]](#)

k. Adopting planned instruction.[\[17\]](#)[\[33\]](#)

l. Establishing additional schools or departments.*[\[17\]](#)

m. Designating depositories for school funds.*[\[17\]](#)[\[34\]](#)[\[35\]](#)

n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[\[17\]](#)[\[19\]](#)

o. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[\[17\]](#)

p. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[\[17\]](#)

q. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[\[17\]](#)[\[37\]](#)[\[38\]](#)

r. Determining the location and amount of any real estate required by the school district for school purposes.*[\[17\]](#)[\[39\]](#)

s. Vacating and abandoning property to which the Board has title.*[\[17\]](#)[\[40\]](#)

t. Appointing a school director to fill a vacancy on the Board.*[\[17\]](#)[\[41\]](#)

u. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[\[5\]](#)

v. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[42\]](#)

- w. Adopting, amending or repealing Board procedures and policy.[43] ~~Combining or reorganizing into a larger school district. [44]~~
- x. Adopting a corporate seal for the district.
- y. ~~Approving or denying a charter school application. *[24 P.S. 1717-A]~~
- z. ~~Approving or denying a multiple charter school organization application. *[24 P.S. 1729.1-A]~~
- aa. ~~Establishing joint schools or departments. *[24 P.S. 1701]~~
- bb. ~~Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit. *[24 P.S. 508]~~

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[45][46][47]

Prior to deliberation and the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.[45]

Non-De minimis economic impact – of economic consequence which has a non-significant effect.[45]

Immediate family – parent, spouse, child, brother or sister.[45]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[45]

2. Relative recommended for appointment to or dismissal from a teaching position.[23][48]

Relative - will mean a father, mother, brother, sister, son, daughter, grandson, granddaughter, husband, wife, parent-in-law, first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step relative, near relative who resides in the same household, or any person with whom the employee or School Board member has made his/her home.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[\[46\]](#)[\[47\]](#)

A school director may abstain from voting for other reasons.

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:
[\[49\]](#)[\[50\]](#)

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all voice and roll call votes taken.
[\[51\]](#)
7. The names of the public attendees and the subject matter of their comments.
8. Any matter added to the posted agenda, including the substance of the matter, the announced reason, and the recorded vote, where applicable.[\[9\]](#)[\[11\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular business meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next regular business meeting and signed by the Board Secretary.[\[52\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[\[1\]](#)[\[53\]](#)[\[54\]](#)

Recess/Reconvene

The Board may at any time recess to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[55\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before, during, or at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session at the open meeting prior to or after the executive session.[\[13\]](#)[\[15\]](#)[\[56\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would: [\[15\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Discussion Sessions (Committee Meetings, Retreats, etc.)

The Board and Superintendent may meet as a Committee-of-the-Whole in an open meeting to discuss issues to be acted upon at a subsequent regular or special meeting of the Board, except that no official action may be taken at the informational meeting. Public notice of such meetings shall be made unless held as an Executive Session. [\[2\]](#)[\[55\]](#)

Committees may be constituted as permitted or required by policy. Standing four (4) member committees may also be changed to a Committee-of-the-Whole when the committee structure is affirmed at the annual organization meeting or by majority vote at a Board Meeting. They may then meet on a regular basis subject to the Sunshine Act. [\[2\]](#)[\[55\]](#)

A majority of the total membership of a committee shall constitute a quorum.

The chairperson may invite employees, consultants or other persons who have special knowledge of an area under discussion.

Other committee meetings may be called by the Committee Chairperson and Board President, when requested to do so in writing by at least three (3) members of the committee, with proper public notice and inclusion of the Superintendent, unless it involves evaluation or disciplinary matters related to that position. [\[8\]](#)[\[9\]](#)[\[55\]](#)

Legal

- [1. 24 P.S. 407](#)
- [2. 65 Pa. C.S.A. 701 et seq](#)
- [3. 24 P.S. 422](#)
- [4. 24 P.S. 405](#)
- [5. 24 P.S. 426](#)
- [6. 24 P.S. 427](#)
- [7. 24 P.S. 428](#)
- [8. 65 Pa. C.S.A. 703](#)

- [9. 65 Pa. C.S.A. 709](#)
- [10. 24 P.S. 423](#)
- [11. 65 Pa. C.S.A. 712.1](#)
12. Pol. 903
- [13. 65 Pa. C.S.A. 707](#)
- [14. 24 P.S. 421](#)
- [15. 24 P.S. 425](#)
- [16. 24 P.S. 324](#)
- [17. 24 P.S. 508](#)
- [18. 24 P.S. 609](#)
- [19. 24 P.S. 687](#)
- [20. 24 P.S. 707](#)
- [21. 24 P.S. 671](#)
- [22. 24 P.S. 634](#)
- [23. 24 P.S. 1129](#)
- [24. 24 P.S. 640](#)
- [25. 24 P.S. 803](#)
26. Pol. 108
- [27. 24 P.S. 1071](#)
- [28. 24 P.S. 1076](#)
29. Pol. 604
30. Pol. 005
31. Pol. 606
32. Pol. 605
33. Pol. 107
- [34. 24 P.S. 621](#)
35. Pol. 608
36. Pol. 610
- [37. 24 P.S. 1080](#)
- [38. 24 P.S. 514](#)
- [39. 24 P.S. 702](#)
- [40. 24 P.S. 708](#)
- [41. 24 P.S. 315](#)
42. Pol. 004
43. Pol. 003
- [44. 24 P.S. 224](#)
- [45. 65 Pa. C.S.A. 1102](#)
- [46. 65 Pa. C.S.A. 1103](#)
47. Pol. 827
- [48. 24 P.S. 1111](#)

[49. 24 P.S. 518](#)

[50. 65 Pa. C.S.A. 706](#)

[51. 65 Pa. C.S.A. 705](#)

[52. 24 P.S. 433](#)

53. Pol. 800

54. Pol. 801

55. Pol. 006

[56. 65 Pa. C.S.A. 708](#)

[24 P.S. 408](#)

[24 P.S. 1075](#)

[24 P.S. 1077](#)

[65 Pa. C.S.A. 1101 et seq](#)

Pol. 612



Book	Policy Manual
Section	200 Pupils
Title	Enrollment in District
Code	200
Status	Up For Revision
Adopted	October 6, 2005
Last Revised	April 20, 2023
Last Reviewed	March 18, 2024

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with Board policy, laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[5\]](#)

District of residence shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

Guidelines

Enrollment Requirements

A school age student shall be entitled to attend the schools of the district of residence if enrollment capacity permits.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)

The district shall enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, and immunizations required by law **and regulations, except as follows:** [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

1. Students Experiencing Educational Instability -

The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, law and regulation.[\[11\]](#)

[\[12\]](#)

2. *Children of Active Duty Military Families* -

The district shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the district, a copy of the official military orders shall be provided to the district along with proof of the parent's/guardian's intention to move into the district. The parent/guardian must provide proof of residency within forty-five (45) days after the arrival date stated in the military orders. [\[6\]](#)[\[15\]](#)[\[16\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process. [\[3\]](#)

Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy, by the Superintendent. [\[13\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time. [\[3\]](#)[\[14\]](#)

Residency Eligibility

When the parents of a student reside in different school districts, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. [\[3\]](#)

If the parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year.

If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.

Legal

[1. 24 P.S. 1301](#)

[2. 24 P.S. 1302](#)

[3. 22 PA Code 11.11](#)

[4. 22 PA Code 11.41](#)

[5. 22 PA Code 11.12](#)

[6. 22 PA Code 12.1](#)

[7. 24 P.S. 1303a](#)

8. Pol. 203

[9. 24 P.S. 1304-A](#)

10. Pol. 216.1

11. Pol. 251

[12. 24 P.S. 1331.1](#)

13. Pol. 202

14. Pol. 138

Pol. 201



Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	Up For Revision
Adopted	July 13, 2006
Last Revised	April 20, 2023
Last Reviewed	March 18, 2024

Purpose

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Authority

It shall be the policy of the Board not to permit the admission of nonresident students, **except as required by law or court order.** ~~[4][5][6][7][8] except for extenuating circumstances as approved by the Superintendent or designee, nonresident children placed in the district, residents of institutions, future residents, and former residents, in compliance with state code.~~[\[4\]](#)

It shall be the intent of the Board and the focus of the administration to provide, **in accordance with law and Board policy,** educational services to nonresident students at the least possible direct cost to taxpayers.[\[5\]](#)[\[6\]](#)

~~The Board shall require that appropriate legal documentation showing dependency or guardianship be filed with the Superintendent or designee before an eligible nonresident student may be accepted as a student in district schools. Appropriate legal documentation showing dependency or guardianship includes evidence of a court ordered guardianship, a court approved designation as a stand by guardian, a testamentary appointment as a guardian, or other documentation as may be approved by the district solicitor. Alternatively, a sworn statement of full residential support may be filed with the district Registrar's Office before an eligible nonresident student may be accepted as a student in the district schools. Additional information will be required to support dependency, guardianship, or full residential support, as may be determined by the administration or district solicitor.~~[\[5\]](#)[\[6\]](#)

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[\[5\]](#)

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board Policy (200-AR-2, Residency Investigations).[5][7]

The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries, **except in accordance with law and Board policy.** [11]

In tuition agreements between districts, appropriate applications as indicated in any contracts or memorandum of understanding must be presented before the Board for review prior to the student's start of attendance in the district.

Admission of tuition students shall in no way inconvenience resident students. In cases where classes would be overcrowded with the inclusion of nonresident students, no such student shall be permitted to enroll.

Tuition Rates/Payments

Monthly tuition rates, payable in advance, shall be established annually, in accordance with statute and regulation, for nonresident students enrolled in the district. Tuition rates quoted shall include need-based services. If the student shall withdraw or shall be suspended or expelled from attending classes, no refund of tuition will be made once the period has commenced.[8][9][10]

Following notice of non-payment, students shall be removed from the active rolls and required to enroll in their home district.

Guidelines

Nonresident Children Placed in the District

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident children.[11][12]

Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.[9][13][14][15][16][17][18][19]

Students Experiencing Educational Instability

The district shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation.[12][20]

Children of Active Duty Military Families

Children of active duty military families shall be eligible for enrollment in this district in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy. [5][8][10][21]

Future Residents

Students who are not residents of the Dallastown Area School District who anticipate moving into the district within thirty (30) calendar days may be granted permission to enroll and attend the schools of this district providing:[8]

1. The legal parent(s)/guardian(s) petition the Superintendent or designee for the right to enroll and file a statement of such anticipated move, giving the location of the intended residence.
2. The statement required above is accompanied by a statement from the builder or owner of the intended residence that it will be available for occupancy by the petitioner on a specified date within thirty (30) ~~student~~ calendar days.
3. The legal parent/guardian must sign a Conditional Enrollment Agreement acknowledging that they understand, and will abide by, the requirements of District policy.
4. The Superintendent or designee accepts the statements required as outlined above.

Students who anticipate moving into the district and are granted permission to attend school before moving into the school district will be permitted to attend school without payment of tuition for those school days falling within the thirty (30) calendar day period, providing they have established residence on or before the thirtieth (30th) calendar day.

Students who anticipate moving into the district and are permitted to attend school before moving into the district, but do not move into the district within thirty (30) calendar days will be required to pay tuition for those school days beginning on the thirty-first (31) calendar day of attendance at the full tuition rate and in the manner set forth by this policy. Payment of tuition shall continue until the legal parents/guardians and student move into the school district.

The Superintendent or designee shall have discretionary authority to grant an extension and/or waive payment of any tuition charged only if extenuating circumstances are established. This request must be made in writing by the legal parent(s)/guardian(s) prior to the expiration of the thirty (30) calendar day period.[8]

The Superintendent or designee will develop administrative procedures for implementation of this policy.

Former Residents

Regularly enrolled students, in grades kindergarten (K) through eleven (11) whose parent(s)/guardian(s) have moved out of the school district may be permitted to finish the current ~~semester~~/trimester with payment of tuition at a reduced rate and in the manner set forth in this policy. Approval of this provision may be granted by the Superintendent or designee only upon written request of the legal parent(s)/guardian(s) prior to moving from the district. This written request must be accompanied by valid written documentation of the student's new residence outside the district. The student will not be permitted to remain for the following ~~semester~~ trimester or school year.[8]

Regularly enrolled students, in grade twelve (12) whose parent(s)/guardian(s) have moved out of the school district during the first (1st) trimester, may be permitted to finish the trimester with payment of tuition at a reduced rate and in the manner set forth in this policy. The student will not be permitted to remain for the second (2nd) trimester. Approval of this provision may be granted by the Superintendent or designee only upon written request of the legal parent(s)/guardian(s) prior to moving from the district. This written request must be accompanied by valid written documentation of the student's new residence outside the district.
[8]

Regularly enrolled students, in grade (12) whose parent(s)/guardian(s) have moved out of the school district during the second (2nd) trimester, may be permitted to finish the trimester with payment of tuition at a reduced rate and in the manner set forth in this policy. This student, if at the end of the second (2nd) trimester is in good academic, behavior and attendance standing, may be permitted to complete his/her third (3rd) trimester without the payment of tuition. Approval of this provision may be granted by the Superintendent or designee only upon written request of the legal parent(s)/guardian(s) prior to moving from the district. This written request must be accompanied by valid written documentation of the student's new residence outside the district. Should the student not graduate at the conclusion of the school year, he/she will not be permitted to remain for the following or school year.[8]

Those former residents who fail to seek and obtain approval under this policy will be handled in accordance with Board Policy 200, Enrollment in District, 200-AR, Enrollment of Students, 200-AR-1, Student Classifications for Enrollment and 200-AR-2, Residency Investigations. Retroactive agreements will not be permitted.[8]

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives ~~with a district resident who is supporting the student without personal compensation (gratis), assumes all personal obligations for the child relative to school requirements, and intends to keep and support the child continuously and not merely through the school term. full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.~~[5][6]

~~The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Supervisor of Auxiliary Services before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the PA Department of Education. [10][22]~~

~~If information contained in the sworn statement of residential support is found to be false, the student shall be removed from the school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy. [10][23]~~

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the enrollment of nonresident students which:

1. Admit such students only on proper application and submission of required documentation by the parent/guardian.
2. Verify claims of residency.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.[21]
4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.

Legal

- [1. 24 P.S. 501](#)
- [2. 24 P.S. 502](#)
- [3. 24 P.S. 503](#)
- [4. 24 P.S. 1301](#)
- [5. 24 P.S. 1302](#)
- [6. 22 PA Code 11.19](#)
7. Pol. 906
- [8. 24 P.S. 1316](#)
- [9. 24 P.S. 2561](#)
10. Pol. 607
- [11. 24 P.S. 1305](#)
- [12. 24 P.S. 1331.1](#)
- [13. 24 P.S. 1306](#)
- [14. 24 P.S. 1307](#)
- [15. 24 P.S. 1308](#)
- [16. 24 P.S. 1309](#)
- [17. 24 P.S. 1310](#)
- [18. 22 PA Code 11.18](#)
- [19. 24 P.S. 2562](#)
20. Pol. 251
21. Pol. 103
- [22 PA Code 11.41](#)
- [24 P.S. 1306.2](#)
- [24 P.S. 2503](#)
- Pol. 103.1
- Pol. 200
- Pol. 251



Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1
Status	Up For Revision
Adopted	September 11, 2003
Last Revised	November 13, 2008
Last Reviewed	March 18, 2024

Authority

The school district shall maintain required records concerning **students** adjudicated **delinquent students** and transfer students disciplined for offenses involving weapons, alcohol, drugs **and** or violence on school property.[1][3][4][6]

Guidelines

Records/Information Regarding Students Who Have Been Adjudicated Delinquent Students

~~Through the juvenile probation department, the court shall report to school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.[3]~~

~~The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.~~

~~Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.~~

The building principal or designee shall receive from the court, through the juvenile probation office, information concerning the adjudication of an enrolled student. The information may include, but not be limited to, the name and address of the student, a description of the delinquent acts committed by the student and the disposition of the case. If the student is adjudicated delinquent of a felony offense, the building principal or designee may receive additional information, including but not limited to juvenile probation or treatment reports pertaining to the adjudication, prior delinquent history and the supervision plan. Other information may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation.[4][5]

Upon receipt, the building principal or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the district regarding such information.[5]

The building principal or designee shall share this information with the student's teacher and the principal of another school to which the student may transfer. The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the student.[4][5]

The information may be used for school disciplinary decisions only if: the student was under the supervision of the Board at the time of the incident; the act(s) took place within 1,500 feet of school property; and the school has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline.[4][5][6][7][8][9]

The information received from the juvenile probation office concerning an adjudicated student shall be maintained separately from the student's official school record.[4][5]

Records Regarding Student Enrollment - Sworn Statement or Affirmation Related to Disciplinary Exclusions Transfer Students

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a **signed** sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; **sexual assault**; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[1]

The sworn statement or affirmation shall include the signature of the parents/guardians or person having charge of the student and they shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[1]

This registration statement shall be maintained as part of the student's disciplinary record.

Transfer of Disciplinary Records

Transfer Into the District -

When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall obtain a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law and Board policy.[4][5]

Transfer From the District -

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred. A copy of the notice initially provided by the juvenile probation office to the district shall be provided to the school to which the student has transferred. [5]

The building principal or designee shall maintain a log of all individuals from other school districts to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools outside the district. [5]

Legal

[1. 24 P.S. 1304-A](#)

[3. 42 Pa. C.S.A. 6341](#)

[4. 24 P.S. 1305-A](#)

5. Pol. 216

[6. 24 P.S. 1307-A](#)

[20 U.S.C. 1232g](#)

[20 U.S.C. 7165](#)



Book	Policy Manual
Section	200 Pupils
Title	Graduation
Code	217
Status	Up For Revision
Adopted	October 13, 2011
Last Revised	April 20, 2023
Last Reviewed	March 18, 2024

Purpose

The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building and posted on the district's publicly accessible website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building and posted on the district's publicly accessible website immediately following approval by the Board.[\[2\]](#)[\[5\]](#)

Diplomas

The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board. Students who have satisfactorily completed all of the graduation requirements for the York-Adams Academy shall receive a dual diploma that will state Dallastown Area School District and York-Adams Academy.[\[2\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

The requirement for graduation shall be the completion of required assessments, work and studies representing the instructional program assigned to grades 9 through 12, which shall be aligned with established state academic and core standards.[\[8\]](#)

The Board requires that each candidate for graduation shall:

1. Class of 2020 and beyond - earn twenty-four (24) credits.
2. Class of 2023 and beyond - earn twenty-four (24) credits and Act 158 Pathways to Graduation Requirements.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension. [12]

Students Experiencing Educational Instability -

The district shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability. [13][14]

Students With Disabilities -

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team. [1][2][11][16][17][18][19][20]

Part-Time Students -

A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution. [21][22]

Full-Time Postsecondary Students -

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student, as outlined in DASD Policy 217.1. [22][23][25]

Children of Active Duty Military Families -

The district shall provide supports to facilitate the on-time graduation of children of active duty military families in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy. [23][24]

Eligible Veterans -

In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application, and is a current resident of this district or attended high school in this district or a predecessor of this district. [6]

The Board may award a diploma posthumously to a veteran who meets the stated requirements.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

Honorary Diploma -

Each year, the Board may elect to recognize and honor one (1) distinguished person who has demonstrated success in life, service to children and our community, and exemplifies the best that can be associated with the term "American Citizenship".

Delegation of Responsibility

The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians. [\[2\]](#)[\[5\]](#)
2. Counseling of students regarding expectations of graduation requirements. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[16\]](#)
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[16\]](#)
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements. [\[10\]](#)[\[24\]](#)
5. Provision of assistance to those students having difficulty attaining the academic standards. [\[1\]](#)[\[2\]](#)
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law. [\[1\]](#)

Legal

1. [24 P.S. 121](#)
2. [22 PA Code 4.24](#)
3. [22 PA Code 4.51](#)
4. [22 PA Code 4.52](#)
5. [24 P.S. 510.2](#)
6. [24 P.S. 1611](#)
7. [24 P.S. 1613](#)
8. Pol. 102
9. Pol. 127
10. Pol. 212
11. Pol. 213
12. Pol. 233
13. [24 P.S. 1331.1](#)
14. Pol. 251
15. [24 P.S. 1614](#)
16. [22 PA Code 4.12](#)

[17. 22 PA Code 11.27](#)

[18. 34 CFR 300.102](#)

[19. 34 CFR 300.305](#)

20. Pol. 113

[21. 22 PA Code 11.5](#)

[22. 22 PA Code 11.8](#)

[23. 22 PA Code 11.4](#)

24. Pol. 216

25. Pol. 217.1

[34 CFR Part 300](#)



Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Code	233
Status	Up For Revision
Adopted	November 13, 2008
Last Revised	April 20, 2023
Last Reviewed	March 18, 2024

Purpose

The maintenance of a positive learning atmosphere in the Dallastown Area School District is dependent upon students being aware of all expectations of proper student conduct, parental knowledge of the same and their support, and school personnel familiar with the system and diligent in their insistence upon proper behavior.

Authority

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal law and regulations. The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary or may permanently expel him/her. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Every principal or person in charge of a public school may temporarily suspend any student for disobedience or misconduct.

Guidelines

Suspension (Exclusion From School).

Suspension from school for a period of one (1) to ten (10) school days will be assigned by a building administrator for the following acts: [\[1\]](#)[\[2\]](#)

1. The possession, distribution, use, or being under the influence of drugs and/or alcoholic beverages. [\[8\]](#)
2. Assaulting or threatening another person.

3. Repeated acts of misconduct which have previously resulted in an in-school suspension or dismissal from an in-school suspension program for unacceptable behavior.
4. Arson or setting off an explosive device.
5. Possessing a dangerous weapon.[9]

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[1]
[2].

No student may be suspended without notice of the reasons for which the student is suspended and an opportunity to be heard on their own behalf before the school official who holds the authority to reinstate him/her. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened.[2].

When the suspension exceeds three (3) school days, the student and parent(s)/guardian(s) will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[2][4].

Informal hearings under this provision shall be conducted by the building principal.

Purpose of the Informal Hearing.

The purpose of the informal hearing is to provide due process procedures which permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[4].

In-School Suspension (Exclusion From Class).

The middle and high schools maintain an in-school suspension program for students who violate school rules and regulations. The district shall provide for the student's education during the period of in-school suspension. During this assignment a student will receive assignments and be kept up-to-date in all classes. A student who is assigned to this program will not be eligible to participate or attend any extracurricular activities.[3].

Acts by students which result in an assignment to the in-school suspension program are as follows:

1. The use or possession of tobacco during school hours, on school grounds, or at any school function not open to the public.[10]
2. Leaving school, other than at normal dismissal times, without securing permission from the nurse or school office.
3. Missing an assigned detention (directed study) more than once during a **semester** **trimester**.
4. Fighting.
5. Theft or stealing.
6. Repeated disruptive behavior.

7. Refusing to complete an assignment after spending twelve (12) days in detention to complete the assignment.
8. Excessive tardiness.
9. Insubordinate, disrespectful or inappropriate behavior.

No student may receive an in-school suspension without notice of the reasons for which the student is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/guardian(s) shall be informed of the suspension action taken by the school.[3]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions. [3][4]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. Expulsion from school by the Board of School Directors for a period exceeding ten (10) school days requires a hearing before ~~the duly authorized~~ **an ad hoc** committee of the Board, unless waived by the parent/guardian, and upon action taken by the Board after the hearing. [1][2][4]

Attendance Requirements/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension will be provided an opportunity to make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. [2][11]

Any exclusions prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

A student under eighteen (18) years of age who is expelled is not excused from compliance with the compulsory attendance statute. [2][11][12]

Any student so excluded shall be provided with alternate education which may include instruction delivered off-site or in the home:

1. The initial responsibility for providing the required education rests with the parents/guardians, through placement in another school, tutorial study or through another educational program approved by the district Superintendent.
2. If the parents/guardians are unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent/guardian and pending the parents'/guardians' provision of such education, the district must make some provision for the student's education or proceed under paragraph 3 or do both.

3. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa. C.S.A. Sec. 6301-6308), to ensure that the child will receive a proper education.[\[13\]](#)

Any exclusion from school for a period exceeding ten (10) school days will require a formal hearing before the ~~Hearing ad hoc c~~Committee.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[14\]](#)

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Attendance at School Functions While a Suspension or Expulsion is in Effect

When the punishment of suspension or expulsion has been imposed upon a student pursuant to this policy, the student shall be further prohibited from the following:

1. Being present in or on any school facilities for any purpose.
2. Participating in any school-sponsored or extracurricular activities of any type.
3. Attending any school activities or functions of any type.

This prohibition shall continue while the suspension or expulsion is in effect, unless entry or participation is specifically authorized in writing by an appropriate representative of the Dallastown Area School District. Infractions to this section may result in additional legal actions.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions unless waived by the parent/guardian of the student.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[14\]](#)

The Board requires that each hearing shall be closed to the public unless the student and/or the parent(s)/guardian(s) requests a public hearing.[\[2\]](#)[\[4\]](#)

A formal hearing shall not be unreasonably delayed. If it is not possible to hold a formal hearing within the suspension period, the student shall be placed in his/her normal class, after an informal hearing, unless it is determined that the student would constitute a threat to the health, safety, morals or welfare of others.

The formal hearing shall observe the due process requirements of: [\[4\]](#)

1. Notification of the charges shall be sent to the student's parents/guardians and to the student by certified mail.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
4. The student has the right to be represented by counsel (at the parent's/guardian's expense) and parent/guardian attendance at the hearing, unless the hearing is waived by the parents/guardians.

5. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that any witnesses against the student appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his/her own behalf.
8. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. The condition or the best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
9. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[15][16]

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[17]

Delegation of Responsibility

The Superintendent or designee shall develop rules and regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[18]
2. Procedures that ensure due process when depriving a student the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[19][20]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board; but such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

- [1. 24 P.S. 1318](#)
- [2. 22 PA Code 12.6](#)
- [3. 22 PA Code 12.7](#)
- [4. 22 PA Code 12.8](#)
- [5. 22 PA Code 14.143](#)
- [6. 20 U.S.C. 1400 et seq](#)
- [7. 34 CFR Part 300](#)
8. Pol. 227
9. Pol. 218.1
10. Pol. 222
11. Pol. 204
- [12. 24 P.S. 1326](#)
- [13. 42 Pa. C.S.A. 6301 et seq](#)
- [14. 2 Pa. C.S.A. 101 et seq](#)
15. Pol. 113
16. Pol. 113.1
- [17. 2 Pa. C.S.A. 101](#)
18. Pol. 218
19. Pol. 113.5
20. Pol. 216
- [22 PA Code 12.3](#)



Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251
Status	Up For Revision
Adopted	September 11, 2013
Last Revised	April 20, 2023
Last Reviewed	March 18, 2024

Purpose

The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

1. Dress code.[\[9\]](#)
2. Transportation.[\[10\]](#)
3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)
4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services,

library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[9][13][14][15][18][19][20][21][22]

5. Graduation.[19]

6. Registration deadlines.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[4]

1. Homelessness.[1][3][7]

2. An adjudication of:[23][24]

a. Dependency relating to child protective services and juvenile matters;

b. Delinquency, if disclosed by the student's parent/guardian; or

c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or **Enrollment** means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.
[25]

Homeless children and youth means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]

1. Children and youth who are:

a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;

b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;

c. Living in emergency, transitional or domestic violence shelters; or

- d. Abandoned in hospitals;
- 2. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- 3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
- 4. Migratory children who qualify as homeless because they are living in circumstances described above; and
- 5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the student experiencing educational instability was last enrolled.

- The school of origin for a *homeless child or youth* - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool. [27]
- The school of origin for a *child in foster care* - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement. [8]
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason. [26]

Delegation of Responsibility

The Board designates the Supervisor of Auxiliary Services to serve as the district's point of contact for students experiencing educational instability. [4][5][27]

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker. [4]

The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs: [4][5][27]

- 1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
- 2. Other local service agencies and entities that provide services to students experiencing educational instability.

3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[4]

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The district's point of contact shall ensure that public notice of the educational rights of homeless children and youth is disseminated in locations frequented by parents/guardians of homeless children and youth, and unaccompanied youth, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youth, and unaccompanied youth.[27]

The district's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[27]

Training.

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[27]

The district's point of contact shall arrange professional development programs for school staff, including office staff.[27]

School personnel providing services to homeless children and youth, including school enrollment staff, shall receive professional development and support to: [27].

1. Improve identification of homeless children and youth and unaccompanied youth;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy. [4].

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian. [29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin. [5][27].

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing. [27].

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district. [27].

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled. [27].

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall: [5][27].

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if: [4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment. [27][31]
2. The application or enrollment deadline has passed. [27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records. [27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district may administer tests or utilize appropriate means to determine the student's assignment within the school. [36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below. [37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal. [27]

If a dispute arises over eligibility, enrollment or school selection: [27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[2][38]

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[29][30][39]

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is: [29][30][39].

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to: [3][27][40]

1. Transportation services.[10]
2. School nutrition programs.[21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[41]
 - b. Programs for English Learners.[42]
 - c. Programs for students with disabilities.[11]
 - d. Programs for gifted and talented students.[16]

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care –

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;[6]
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[4][19]

- a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.
 - c. Successful completion of a career and technical education course.
 - d. Other evidence or method determined appropriate by the district.
2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
 3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply: [\[4\]\[43\]](#)

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education. [\[4\]\[43\]](#)

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, **in accordance with applicable law, regulations, Board policy, administrative regulations and state guidance.** [\[11\]\[19\]](#)

~~Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.~~ [\[19\]](#)

Legal [1. 22 PA Code 11.18](#)

- [2. 24 P.S. 1305](#)
- [3. 24 P.S. 1306](#)
- [4. 24 P.S. 1331.1](#)
- [5. 20 U.S.C. 6311](#)
- [6. 20 U.S.C. 6312](#)
- [7. 42 U.S.C. 11431 et seq](#)
- [8. 42 U.S.C. 675](#)
9. Pol. 221
10. Pol. 810
11. Pol. 113
12. Pol. 115
13. Pol. 121
14. Pol. 122
15. Pol. 123
16. Pol. 114
17. Pol. 231
18. Pol. 124
19. Pol. 217
20. Pol. 223
21. Pol. 808
22. Pol. 110
- [23. 23 Pa. C.S.A. 6301 et seq](#)
- [24. 42 Pa. C.S.A. 6301 et seq](#)
- [25. 45 CFR 1355.20](#)
- [26. 42 U.S.C. 11434a](#)
- [27. 42 U.S.C. 11432](#)
28. Pol. 103.1
29. Pol. 113.5
30. Pol. 216
31. Pol. 200
32. Pol. 201
33. Pol. 203
34. Pol. 204
35. Pol. 209
36. Pol. 206
37. Pol. 906
38. Pol. 202
- [39. 20 U.S.C. 1232g](#)
40. Pol. 146
41. Pol. 918

42. Pol. 138

[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide



Book	Policy Manual
Section	200 Pupils
Title	Educational Opportunity for Military Children
Code	254
Status	First Reading
Adopted	March 18, 2024

Purpose

The Board recognizes the challenges encountered by children of military families due to the frequent moves and deployment of their parents/guardians. The Board is committed to eliminating barriers to student attendance, education and graduation; and to providing additional supports to children of military families in compliance with federal and state laws, regulations and Board policy.

Definitions

Active duty – means full-time duty status in the active uniformed services of the United States, including members of the National Guard and reserve on active duty orders. [1][2]

Children of military families - means a school-aged child, enrolled in kindergarten through twelfth grade, normally residing in the household of an active duty member. Specifically, this includes children of: [3]

1. Active duty members of the uniformed services.
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement.
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

This does not include the children of: [3]

1. Inactive members of the National Guard and military reserves.
2. Members of the uniformed services now retired, except as otherwise stated in this policy.
3. Veterans of the uniformed services, except as otherwise stated in this policy.
4. Other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

State Council – an entity to coordinate the state’s participation and compliance among its government agencies, school entities and military installations.

Uniformed services – means the U.S. armed forces, Commissioned Corps of the National Oceanic and Atmospheric Administration, and the Commissioned Corps of the Public Health Service.[4]

U.S. armed forces – ~~means the Army, Navy, Air Force, Marine Corps, Coast Guard and Space Force.~~ The Board defines military services to include all branches listed in either 10 USC 101 or PA Compact. [4]

Authority

The Board directs the district to comply with the provisions of the Interstate Compact on Educational Opportunity for Military Children (Compact) and this Board policy by:[3][5]

1. Facilitating the timely enrollment of children of military families and ensuring that they are not placed at a disadvantage due to difficulty in the transfer of education records from previous school districts or variations in entrance/age requirements.[6][7][8][9]
2. Facilitating the student placement process through which children of military families are disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content or assessment.[10][11][12][13][14]
3. Facilitating the qualification and eligibility for enrollment, educational programs and participation in extracurricular, academic, athletic and social activities.[15][16][17]
4. Facilitating the on-time graduation of children of military families.[18]
5. Providing for the promulgation and enforcement of administrative rules implementing the provisions of the Compact.
6. Providing for the uniform collection and sharing of information between and among states, schools and military families under the Compact.
7. Promoting coordination between the Compact and other compacts affecting military children.
8. Promoting flexibility and cooperation between the educational system, parents/guardians and the student in order to achieve educational success for the student.

Advance Enrollment

In addition to the provisions of the Compact, the district shall enroll children of a parent/guardian who is an active duty member of the U.S. armed forces, including a reserve component, that has received official military orders to transfer into or within Pennsylvania, prior to establishing residency in this district.[6][8][19]

The parent/guardian shall provide the following:[6][19][20]

1. A copy of the official military order.
2. Proof of intent to move into this district, which may include:[19]
 - a. A signed contract to buy a home.
 - b. A signed lease agreement.

c. A statement from the parent/guardian stating their intent to move into the district.

Within forty-five (45) days after the arrival date specified in the military orders, the parent/guardian shall provide the district with proof of residence in this district. [19]

The Board shall ensure that children of military families have equal access to the same educational programs, activities and services provided to other district students.

Delegation of Responsibility

The Superintendent shall be authorized to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment, placement and attendance of children of military families. [6][7][8][11][15][16][18][21]

The Superintendent or designee shall collaborate with the military family education liaison designated by the State Council, school staff, sending schools, local agencies and other entities in supporting the needs of children of military families.

Guidelines

Children of military families enrolled in this district shall be provided support and services, as appropriate to each individual student's needs, in accordance with the Compact and Board policy. [22][23][24][25][26]

NOTE:

~~The definition of "uniformed services" in the Pennsylvania Interstate Compact on Educational Opportunity for Military Children Act (24 P.S. 7301 et seq) currently differs from the federal definition of "uniformed services" (10 U.S.C. 101) since the federal definition has been updated to reference all branches of the U.S. armed forces, including Space Force. PSBA suggests considering the option aligning with the current federal definition (second option), to address the provision of educational opportunity for children of all active duty members of the armed forces, despite the technicality in differing definitions. This is a local decision that boards may discuss with their school solicitor.~~

Legal

[1. 10 U.S.C. 12301 et seq](#)

[2. 10 U.S.C. 12401 et seq](#)

[3. 24 P.S. 7302](#)

[4. 10 U.S.C. 101](#)

[5. 24 P.S. 7301](#)

6. Pol. 200

7. Pol. 201

8. Pol. 202

9. Pol. 216

10. Pol. 127

11. Pol. 204

12. Pol. 206

13. Pol. 212

14. Pol. 215

15. Pol. 122

16. Pol. 123

17. Pol. 231

18. Pol. 217

[19. 24 P.S. 1302.1](#)

[20. 24 P.S. 1302](#)

21. Pol. 203

22. Pol. 103.1

23. Pol. 113

24. Pol. 114

25. Pol. 138

26. Pol. 918

Pol. 113.4

Pol. 115

Pol. 146

Pol. 209

Interstate Compact on Educational Opportunity for Military Children (MIC3)

[Attachment 254 Updated Compact Rules.docx \(14 KB\)](#)



Book	Policy Manual
Section	300 Administrative Employees
Title	Nepotism
Code	304
Status	Up For Revision
Adopted	December 12, 2013
Last Revised	January 21, 2021
Last Reviewed	March 18, 2024

Purpose

The objective of this policy is to ensure equal opportunity employment. All qualified applicants will receive consideration for employment and will be hired on the basis of merit.

Definition

Relative will mean a father, mother, brother, sister, son, daughter, grandson, granddaughter, husband, wife, parent-in-law, first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step relative, near relative who resides in the same household, or any person with whom the employee or School Board member has made his/her home.

Guidelines

No person shall be hired, nor shall any employee be promoted, retained or reassigned based on the person's acquaintance, friendship or other relationship with a member of the Board of School Directors, administrative staff, professional staff or classified staff of the Dallastown Area School District. Hiring will be based on merit, experience, education, training and other objective factors, and in the strict accord with law, policy and contracts.

No administrator or supervisor of the Dallastown Area School District shall have a relative working within his/her work unit, with the exception that relatives may be considered for temporary employment (to include athletics and extracurricular contracts) or volunteer positions, providing they are not relatives of supervisors of that department. No reporting relationship shall exist between two (2) related persons.

The relationship of a job applicant to a current employee or Board member in the Dallastown Area School District will be considered neither an advantage to securing a position nor a disadvantage. Each applicant will be considered based on his/her individual merit.

In addition, no member of the School Board, nor the Superintendent, nor any administrator, shall seek, assist or advocate the appointing, hiring or advancing of his/her relative to any regular employment, professional or otherwise, within the Dallastown Area School District. Any violation of this guideline will be reported by the Director of Human Resources to the Superintendent of Schools and/or the President of the Board of School Directors, if such knowledge exists.

Any relative of a Board Member, Superintendent, or Administrator being considered for hire shall be reviewed ~~in the Executive Session of the Board by the Human Resource Committee~~ to assure the policy is being adhered to.

Board members will abstain in public voting for the appointment of a relative, as required by the Public School Code of Pennsylvania of 1949, as amended.[\[1\]](#)

Legal

[1. 24 P.S. 1111](#)

[24 P.S. 1129](#)

[65 Pa. C.S.A. 1101 et seq](#)



Book	Policy Manual
Section	300 Administrative Employees
Title	Disciplinary Procedures
Code	317
Status	Up For Revision
Adopted	May 14, 2015
Last Revised	September 23, 2021
Last Reviewed	March 18, 2024

Purpose

Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.

Authority

There shall be established procedures whereby administrative employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations. [1][2]

Delegation of Responsibility

The Superintendent or designee may prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including where appropriate, verbal warning, written warning, suspension and/or dismissal. [3]

In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute. [3][4]

When charges are filed against a ~~professional administrative~~ employee pursuant to the School Code, the Board, in accordance with the procedures established in the School Code, may vote to discharge any such employee or authorize a lesser punishment short of a discharge such as suspension without pay or lesser degrees of punishment, after a hearing before ~~the Human Resources Committee an ad hoc committee~~ of the Board. [3][5][6][7][8][9][10][11]

The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken. [12]

Arrest or Conviction Reporting Requirements

Employees shall report to the Superintendent or designee within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[13\]](#)[\[14\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[15\]](#)

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[16\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[15\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[13\]](#)[\[15\]](#)

Legal

- [1. 24 P.S. 510](#)
- [2. 24 P.S. 514](#)
- [3. 24 P.S. 1122](#)
- [4. 24 P.S. 1151](#)
- [5. 24 P.S. 1121](#)
- [6. 24 P.S. 1126](#)
- [7. 24 P.S. 1127](#)
- [8. 24 P.S. 1128](#)
- [9. 24 P.S. 1129](#)
- [10. 24 P.S. 1130](#)
- [11. 2 Pa. C.S.A. 551 et seq](#)
12. Pol. 006
- [13. 24 P.S. 111](#)
- [14. 24 P.S. 2070.9a](#)
- [15. 23 Pa. C.S.A. 6344.3](#)
- [16. 24 P.S. 511](#)
- [24 P.S. 2070.1a et seq](#)
- [22 PA Code 235.1 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- Pol. 351
- Pol. 451
- Pol. 551



Book	Policy Manual
Section	400 Professional Employees
Title	Disciplinary Procedures
Code	417
Status	Up For Revision
Adopted	January 13, 2005
Last Revised	September 23, 2021
Last Reviewed	March 18, 2024

Purpose

Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.

Authority

There shall be established procedures whereby professional employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations. [1][2]

Delegation of Responsibility

The Superintendent or designee may prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension and/or dismissal. [3]

Guidelines

In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute. [3][4]

When charges are filed against a professional employee pursuant to the School Code, the Board, in accordance with the procedures established in the School Code, may vote to discharge any such employee or authorize a lesser punishment short of a discharge such as suspension without pay or lesser degrees of punishment, after a hearing before ~~the Human Resources Committee an ad hoc committee~~ of the Board. [5][3][6][7][8][9][10][11]

The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken. [12]

Arrest or Conviction Reporting Requirements

Employees shall report to the Superintendent or designee within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[13\]](#)[\[14\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[15\]](#)

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[16\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[15\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[13\]](#)[\[15\]](#)

Legal

- [1. 24 P.S. 510](#)
- [2. 24 P.S. 514](#)
- [3. 24 P.S. 1122](#)
- [4. 24 P.S. 1151](#)
- [5. 24 P.S. 1121](#)
- [6. 24 P.S. 1126](#)
- [7. 24 P.S. 1127](#)
- [8. 24 P.S. 1128](#)
- [9. 24 P.S. 1129](#)
- [10. 24 P.S. 1130](#)
- [11. 2 Pa. C.S.A. 551 et seq](#)
12. Pol. 006
- [13. 24 P.S. 111](#)
- [14. 24 P.S. 2070.9a](#)
- [15. 23 Pa. C.S.A. 6344.3](#)
- [16. 24 P.S. 511](#)
- [24 P.S. 2070.1a et seq](#)
- [22 PA Code 235.1 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- Pol. 351
- Pol. 451
- Pol. 551



Book	Policy Manual
Section	500 Classified Employees
Title	Disciplinary Procedures
Code	517
Status	Up For Revision
Adopted	August 13, 2009
Last Revised	September 23, 2021
Last Reviewed	March 18, 2024

Purpose

Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.

Authority

There shall be established procedures whereby classified employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.[\[1\]\[2\]](#)

Delegation of Responsibility

The Superintendent or designee may prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension and/or dismissal.[\[3\]](#)

In the event it is necessary to demote or dismiss, the employee may request a hearing before ~~the Human Resources Committee~~ an ad hoc committee of the Board. The School Board shall then act upon the recommendation of the ~~Human Resources Committee~~ ad hoc committee.[\[3\]\[4\]](#)

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[5\]\[6\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[7\]](#)

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[\[8\]](#)

Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution. [\[5\]](#)[\[7\]](#).

Legal

- [1. 24 P.S. 510](#)
- [2. 24 P.S. 514](#)
- [3. 24 P.S. 1122](#)
- [4. 24 P.S. 1151](#)
- [5. 24 P.S. 111](#)
- [6. 24 P.S. 2070.9a](#)
- [7. 23 Pa. C.S.A. 6344.3](#)
- [8. 24 P.S. 511](#)
- [24 P.S. 1121](#)
- [24 P.S. 1126](#)
- [24 P.S. 1127](#)
- [24 P.S. 1128](#)
- [24 P.S. 1129](#)
- [24 P.S. 1130](#)
- [24 P.S. 2070.1a et seq](#)
- [22 PA Code 235.1 et seq](#)
- [2 Pa. C.S.A. 551 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- Pol. 351
- Pol. 451
- Pol. 551



Book	Policy Manual
Section	600 Finances
Title	District Audit – Public
Code	619
Status	Up For Revision
Adopted	June 8, 2011
Last Revised	April 11, 2019
Last Reviewed	March 18, 2024

Purpose

The Board recognizes the importance of the right of the public to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's accountants and the audit conducted by the Auditor General's office.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Authority

The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.[\[2\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The DASD ~~Finance Committee Board of Directors~~ will review the need for an auditor rotation ~~and recommend a change to the full Board, if warranted,~~ once a certified public accountant has conducted an annual district audit for a period of three (3) years.

The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's accountant's audit and the Auditor General's audit available to the public at the business office of the district.

Delegation of Responsibility

The Superintendent, ~~and~~ Board Secretary, ~~or designee~~ shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the district shall submit a revised annual financial report no later than December 31.[\[7\]](#)

Legal [1. 24 P.S. 408](#)

[2. 24 P.S. 2401](#)

[3. 65 P.S. 67.701](#)

4. Pol. 801

[7. 24 P.S. 218](#)

[8. 24 P.S. 2441](#)

[9. 24 P.S. 437](#)

[10. 24 P.S. 2408](#)

[24 P.S. 504](#)

[24 P.S. 511](#)

[24 P.S. 1337](#)

[24 P.S. 2432](#)

[65 P.S. 67.101 et seq](#)

Policy 626 – Attachment 5: Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. (2 CFR 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808).

2022 2024 Procurement Thresholds		
PA State Quotation Threshold	\$11,800 \$12,600	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
PA State Bid Threshold	\$21,900 \$23,200	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
Federal Micro-Purchase Threshold	\$10,000 \$12,600	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget
Federal Simplified Acquisition Threshold	\$250,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget

The district implements exceptions to the Micro-Purchase and Simplified Acquisition Threshold amounts announced by the federal Office of Management and Budget as part of its procurement procedures.

Procurement standards for Food Service programs shall follow the requirements set forth by the USDA and PDE’s Division of Food and Nutrition.

Responsibility for Purchasing

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

- Policy 610. Purchases Subject to Bid/Quotation
- Policy 611. Purchases Budgeted
- Policy 612. Purchases Not Budgeted
- Policy 613. Cooperative Purchasing

Purchase Methods

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy 610 must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the Director of Business Operations or Director of Accounting Services under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use purchase orders and district procurement cards for purchase requests in accordance with the applicable purchase method.

Purchases may be requested by any employee of the district. The employee will request approval for the purchase from the department head or principal. Once approval has been granted, the secretary of the department head or principal will enter the requisition into the district's financial software. The department head or principal will then approve the requisition and it is routed to the Business Office. The Director of Accounting Services verifies the purchase is properly coded and preforms a second level of requisition approval and the Director of Business Operations then approves the purchase order. Once approved, the purchase orders are either faxed or e-mailed to the vendor by the Accounts Payable staff and two copies of the purchase order are sent to the individual requesting the purchase.

Once approved and printed, the accounts payable staff either fax or e-mail purchase orders to the vendor. The purchase orders are pre-numbered and are accessible to designated staff in the Business Office.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed, or goods will be delivered.
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule. (Pol. 800)

If a purchase is made through use of a district procurement card the statement and itemized invoices are reviewed by the Director of Accounting Services and approved by the

Superintendent. It is at the discretion of the employee to determine what purchases are to be paid for using a procurement card. Each employee who is issued a procurement card is provided with the Purchase Card Procedures Manual which documents acceptable and unacceptable purchases, as well as, consequences for misuse of the procurement card.

Contracts shall be reviewed by the Director of Business Operations, Director of Accounting Services or school solicitor prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

Refer to Food Program Service Notes below for specific clauses required by USDA regulations to be included in cost reimbursement procurement contracts.

Micro-Purchases Note Requiring Quotes or Bidding

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of the micro-purchase dollar threshold. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply. (48 CFR Subpart 2.1)

Note: The micro-purchase maximum for federal purposes is lower than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Supervisor of Federal Programs and Student Services or approved designee will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. **Reasonable** means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

Small Purchase Procedures

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost more than the amount qualifying as a micro-purchase and do not cost as much as the PA State Bid Threshold or more. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing as much as the PA State Bid Threshold or more because the School Code requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply. (24 P.S. Sec. 120)

Because state law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal simplified acquisition threshold at which formal competitive bidding is required.

Refer to Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than federal simplified acquisition threshold.

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained as provided in Policy 610. (Pol. 610)

Formal Competitive Bidding

Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance, or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in Policy 610 when the total cost is estimated to be as much as the PA State Bid Threshold or more. (Pol. 610)

Note: The amount at which formal competitive bidding is required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities. (24 P.S. Sec. 120)

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding will be used when the estimated total cost will be at or over the federal simplified acquisition threshold.

The federal competitive bidding dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply.(48 CFR Subpart 2.1)

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

Refer to Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than construction, repairs, or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of as much as the PA State Bid Threshold or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative when formal bidding would otherwise be required only to procure architectural and engineering services. Other types of services for federally funded purposes to which the Uniform Grant Guidance applies, professional or otherwise, must be procured using competitive bidding when the cost would meet or exceed the federal simplified acquisition threshold for competitive bidding.

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase procedures or micro purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy 610 for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than the federal simplified acquisition threshold.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The district shall comply with other

applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
4. In the event a competitive proposal is required, the Director of Business Operations or approved designee will review the proposals and present the findings to the **Finance Committee Board of Directors** for recommendation and approval. The following items should be considered while reviewing the proposals: price, quality of service or goods and references. Price should always carry the most weight in any evaluation. The Director of Business Operations should notify all vendors that have bid on the goods or services of the results of the bid.

~~The Finance Committee will then present the recommendations to the Board of School Directors for approval.~~

Contract/Price Analysis:

The district performs a cost or price analysis in connection with every procurement action in excess of the federal simplified acquisition threshold including contract modifications. (2 CFR Sec. 200.323(a)).

A cost **analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Supervisor of Federal Programs and Student Services or approved designee and the Business Office must come to an independent estimate prior to receiving bids or proposals. 2 C.F.R. § 200.323(a).

As part of the analysis, the Director of Business Operations or approved designee will enact established business practices which may include evaluation of similar prior procurements and a review process.

When performing a cost analysis, the Director of Business Operations or approved designee negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The district may utilize legal advice from the solicitor regarding noncompetitive proposals.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds the federal simplified acquisition threshold.

Purchase Cards

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs. The use of procurement cards is governed by Board policy 625 Procurement Cards and established administrative regulations. (Pol. 625)

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

EDGAR further requires the following to ensure adequate competition.

Minority Businesses, Women’s Business Enterprises, Labor Surplus Area Firms

The district must take necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women’s business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women’s business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises.

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Refer to Food Service Program Notes below for permissibility of geographic preferences and “Buy American” practices in purchasing certain food products.

Prequalified Lists

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

Refer to Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.

Solicitation Language

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Avoiding Acquisition of Unnecessary or Duplicative Items

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure attached to Policy 626: Allowability of Costs – Federal Programs.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act and the Commonwealth Procurement Code. (Pol. 613; 53 Pa. C.S. Ch. 23; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

Use of Federal Excess and Surplus Property

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Refer to Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Supervisor of Federal Programs and Student Services or

approved designee will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

The district must maintain records sufficient to detail the history of all procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy 800 Records Management and established administrative regulations. (Pol. 800)

Time and Materials Contracts

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a protest pertaining to a bid must file such notice in writing. All protests must be filed with the Superintendent of Schools. A protest is officially filed when it is received in the Superintendent's office.

1. Any person who is adversely affected by the district decision or intended decision shall file with the Superintendent of Schools a notice of protest in writing within seventy-two (72) hours after the posting of the intent to award or after receipt of the notice of the district decision to award the bid. Saturdays, Sundays and legal holidays shall be excluded in the computation of the seventy-two (72) hour time period provided by this paragraph.
2. A formal written protest must be filed with the Superintendent of Schools within ten (10) calendar days after filing the notice of protest. The formal written protest shall state with particularity the facts and law upon which the protest is based.
3. Upon receipt of the formal written protest which has been timely filed, the district shall stop the bid solicitation process or performance of the contract until the subject of the protest is resolved by the final district action, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract or continued performance of the contract without delay is necessary to protect the interests of the district.
4. The district will follow a three-step process for resolution of a formal written protest:
 - a. The district shall provide an opportunity to resolve the protest by mutual agreement between the parties within fourteen (14) days, excluding Saturdays, Sundays and legal holidays, after receipt of the formal written protest.
 - b. If the subject of a protest is not resolved by mutual agreement within the fourteen (14) days as prescribed in subparagraph 4(a), the district, in its sole discretion, may hold a hearing to determine the merits of the formal written protest and a decision rendered in consultation with the School Solicitor.
 - c. In its sole discretion, the district reserves the right to enter into arbitration or litigation in York County Court of Common Pleas to resolve the protest. In the event the district selects binding arbitration as the means to resolve the dispute, the parties agree that the dispute shall be submitted to one arbitrator in binding arbitration administered by the American Arbitration Association pursuant to its appropriate rules and procedures. Any arbitration shall be held in the district Offices. The arbitrator's award shall be final and binding on the parties, and may be entered and enforced in any court of competent jurisdiction.
5. In a competitive-procurement protest, no submissions made after the bid or proposal opening amending or supplementing the bid or proposal shall be considered. Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed district action. The standard of proof for such proceedings shall be whether the proposed district action was clearly erroneous, contrary to competition, arbitrary, or capricious. In a bid-protest proceeding contesting an intended district action to reject all

bids, the standard of review shall be whether the district's intended action is illegal, arbitrary, dishonest or fraudulent.

Food Service Program Notes

Exemption from Bidding for Perishable Food Items -

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal simplified acquisition threshold at which formal competitive bidding is required. Small purchase procedures may be used for purchases below the federal simplified acquisition threshold, or micro-purchase procedures for purchases below the micro-purchase dollar threshold. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings. (24 P.S. Sec. 504(d))

Geographic Preferences -

The district is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

Buy American -

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)



Book	Policy Manual
Section	700 Property
Title	Naming Rights for School District Facilities
Code	702.1
Status	Up For Revision
Adopted	July 15, 2004
Last Revised	April 13, 2017
Last Reviewed	March 18, 2024

Purpose

The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to district facilities and property. This policy establishes a process by which the Board of School Directors can assume its responsibility for naming school facilities.

Authority

The request to name a district facility shall be submitted in writing to the Superintendent or designee, followed by ~~a review of the Capital Improvements Committee Board of Directors' review. The request to name a district facility shall be submitted in writing to the Superintendent.~~ Details regarding the naming title, design considerations such as colors, shapes and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment will be determined by the administration. ~~The proposed recommendation(s), crafted by administration, will be reviewed by the Capital Improvements Committee. Subsequent to discussion and consideration, t~~ The administration will make a recommendation ~~on a nomination~~ to the Board for formal action.

~~Subsequent to discussion and consideration, the committee, if the nomination is found to be acceptable, will make a recommendation on a nomination to the Board for formal action.~~

The Dallastown Board of School Directors shall determine and/or approve the naming title, all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment.

Once a facility has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board.

The district shall not grant a naming right without the informed consent of the named party or the named party's legal representative.

The Board reserves the right, in all cases, to refuse to name a particular facility/piece of property.

Guidelines

There are two (2) circumstances in which naming rights may be granted: Naming Rights in Consideration, and Naming Rights in Recognition. The following criteria may be considered when naming school facilities.

Naming Rights in Consideration

“Naming Rights in Consideration” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming rights may be granted in return for provision to the district of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services in cooperation with the district’s corporate partnership representative (if any).

It is expected that a specific agreement about the nature of naming right will be drawn up between the parties or their representatives, such agreement to be governed by the provisions of this policy.

All such agreements are subject to the district’s requirements for contracts, as set forth in the School Code and related regulations, including bidding requirements for district contracts. Nothing in this policy shall be construed as to provide a provider of goods, services or financial contribution as an automatic naming right. All such rights are subject to Board approval under the terms of this policy.

Naming Rights in Recognition

“Naming Rights in Recognition” is in recognition of any significant contributions to the district that it wishes to honor. Such a contribution may be a gift, including financial or meritorious service, from a donor and is at the sole discretion of the Board in agreement with the donor or a representative. Naming rights may be granted at the sole discretion of the Board in recognition of the party it wishes to honor.

One (1) of the following three (3) criteria must be fulfilled in order for the granting of naming rights in recognition to be considered:

1. Recognition of outstanding service to the district; or outstanding service to the Dallastown community.
2. Recognition of the achievement(s) of distinguished alumni.
3. Recognition of a noteworthy financial or other contribution from a donor (be it way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The district may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than family members.

Facilities will not be named for persons who are employed by the district or active in its operations or those who hold public office.

Special requests to name facilities in honor of persons who have made a significant contribution to the educational system or community of the Dallastown Area School District, specifically to its educational programs, will not be considered until the person is five (5) years removed from active involvement with the Dallastown Area School District.

Existing facilities named for persons of honor in the Dallastown Area School District shall remain perpetual unless changed in accordance with these guidelines.

The granting of naming rights in recognition is at the sole discretion of the Board, with the agreement of the party or their representatives.

Granting Naming Rights

In granting naming rights, either in consideration or in recognition, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and space play in contributing to the district's sense of identity as well as in assisting students, staff and visitors to orient themselves within the campus/facility.

Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the Board prior to installation in or on district property.

Any permanent or nonpermanent fixtures shall become the sole property of the Dallastown Area School District.

The granting of naming rights must always be consistent with the Dallastown Area School District vision, mission and shared purpose. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted must be consulted before any decision is made.

The district may provide many opportunities for the naming of buildings, components of buildings, auditoriums, gymnasiums, playgrounds, fields, laboratories, classrooms, equipment and any and all other property owned by the district.

For a facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person of historical significance. It shall be the responsibility and right of the Board to determine whether the person meets these criteria. The Board reserves the right to revoke the name should it discover information about the individual that would lead to the individual not meeting the requirements set forth herein.

Facilities may be named after major contributors to the district. The Board will evaluate the financial value of naming rights based on a review of the market for naming rights. Any company, group and/or product involved in a naming must have and maintain an exemplary record and positive public image, as determined by the Board. The Board reserves the right to revoke the name should it discover information about the company, group and/or product that would lead to the individual not meeting the requirements set forth herein.

Transferability

Naming rights in consideration may be traded by mutual agreement between all parties. **Traded** is identified as "to exchange or swap one naming right for another." For example, when a company changes its name, the naming right may be changed or "traded" to reflect the new name. Naming rights in recognition may not be traded. The district may, as it deems necessary, require the company to provide compensation for the costs of any such change. If the company refuses to or does not provide compensation for such costs, the district reserves the right to remove the name due to the fact that it no longer represents the company who received the naming rights.

Limit of Naming Rights

On the Part of the District –

The district's right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party.

On the Part of the Named Party –

The named party after whom a building or facility is named shall have no rights to the purpose to which that building or facility is applied unless provided for in the specific contract between the parties. The district will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the district's mission and purpose, statutory obligations, or the local authority of the Dallastown Area School District Board of School Directors.

In turn, the named party shall bear no liability in respect of that building or facility unless provided for in the specific contract between the parties.

Any such limits must be included in any naming right agreement.

Early Termination of Naming Rights

Termination by the District –

The Dallastown Area School District shall have the authority to revoke the naming of a facility for compelling reasons as determined by the Board of School Directors at any time. Any prepaid financial contributions will be proportionally refunded except in the case of termination prompted by a company or product's tarnished public image.

Termination by the Named Party –

The named party may without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date upon request to the Board of School Directors.

Legal

[24 P.S. 510](#)



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Up For Revision
Adopted	July 1, 1983
Last Revised	January 21, 2021
Last Reviewed	March 18, 2024

Purpose

The Dallastown Area School District (“school district” or “district”) Board of Directors (the “Board”) recognizes that although the primary purpose of the school buildings, facilities and property (collectively the “school facilities”) is to provide students with an appropriate learning environment, the Board may make school facilities available to local individuals and community groups without discrimination and in accordance with this policy, provided that the use does not interfere with the educational program of the schools or the safety and security of staff and students. The Board supports access to a wide range of opportunities for all district students and residents. This policy establishes conditions, restrictions and procedures for the use of school facilities and nonschool-sponsored purposes.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the school district’s mission.
2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community and consistent with the school district's mission; but such use shall be nonexclusive and open to the public without charge.
3. Polling places for holding primaries, elections and special elections as permitted or required by state law.
4. Recreation, physical training and athletics, including competitive athletic contests for children and adults, consistent with safety and security requirements found later in the document.

The administration shall establish, and the Board shall approve, a schedule of fees for the use of school facilities by approved groups.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall implement guidelines for requesting and granting permission for use of school facilities (the "procedures") and shall distribute the policy and procedures to individuals affected by them.

An application for use of school facilities may be disapproved by the Director of Building and Grounds or the Superintendent because of noncompliance with established policy and procedure, inconsistency with the school district mission, or due to safety and security concerns.

Guidelines

Application Procedures

An individual or community group requesting permission to use school facilities (the "applicant") shall submit a written request on the prescribed application form (the "application") within no more than one (1) year nor less than thirty (30) days prior to the requested date of use. The applicant shall include all of its authorized or allowed users.

The application shall specify the portion of the school facilities requested for use; proposed activities; type of activity; number of individuals participating; and the date, time and duration of the proposed event.

The application shall be completed in its entirety.

Along with the completed application, the individual or group must submit the following:

1. Evidence of organizational liability to limits required by district guidelines.
2. Documentation evidencing the school district shall be held harmless by the users for any liability that arises from use of school facilities by the applicant.

Specific Requirements for Use

The district reserves the right to limit facility use that may impair daily building operations. The rental of individual classrooms is prohibited unless approved by the Superintendent or building principal.

A district custodian or other responsible employee will be required to be on duty, if applicable. Use of a kitchen requires the presence of a district cafeteria employee. Costs are the responsibility of the requestor/user, unless waived by the Board.

Sponsoring organizations shall provide sufficient, competent adult supervision whenever use involves activities by individuals under the age of eighteen (18). 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: [\[2\]](#)[\[3\]](#)

1. 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.
2. A report of Federal Criminal History from the Federal Bureau of Investigation. 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.

3. 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.

The district will assume no liability for accidents or injury. Insurance for participants shall be the responsibility of the sponsoring organization. Certificates of insurance providing a general aggregate limit of \$3,000,000 and each occurrence limit of \$1,000,000 must be provided prior to confirmation of any facility usage. The Director of Business Operations has the discretion to lower the general aggregate limit to \$2,000,000 when necessary. Workers Compensation Coverage is required, 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.

Keys to district facilities shall be used only by authorized district employees.

Any damage to school facilities shall be the responsibility of the individual or group using the facilities. All areas of the building and grounds being used are included in this responsibility.

Facilities shall be placed in the same condition as they were prior to their use.

Use of any district building shall conform to the general rules established for that building and by the building principal.

Additional Criteria

No application to use school facilities shall be approved if the proposed activity may result in any of the following:

1. Conflict with any school-sponsored activity or with the district mission.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary educational purpose, because of the nature or duration of the activity.

Limitations

When applicants receive written permission to use school facilities under this policy, such use shall be conditional upon strict compliance with the following:

1. Applicants shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved application.
2. Applicants shall refrain from any conduct or activities not specifically identified in the approved application.
3. When advertising or promoting activities held at school facilities, applicants shall clearly communicate that the activities are not being sponsored by the school district.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

Prohibited Activities

The following activities are strictly prohibited in school facilities when applicants are granted written permission to use school facilities: [4]

1. Possession, use, or distribution of controlled substances prohibited by state or federal law.
2. **Possession, use, or distribution of alcohol is prohibited.**
3. Possession of weapons as defined in DASD Policy 218.[5]
4. Conduct that would alter, damage or be injurious to any school facilities, equipment or furnishings, or create an unsafe environment for students, staff, citizens or attendees.
5. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
6. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, other than Bingo (refer to 707 AR Attachment E).[6][7]
7. Use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law.[8][9][10][16]

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purposes, are permitted, as long as the product is not inhaled.

8. Medical marijuana products as prohibited by federal law.

Other Restrictions

Funerals, wakes or the like are prohibited.

Food or beverages may be sold, served, or consumed, within school buildings, only in cafeterias, all-purpose rooms, and gymnasium/auditorium lobbies.

Parking is restricted to paved areas and areas approved for overflow.

Sneakers or gym shoes must be worn while playing or coaching in gyms or multi-purpose rooms.

All safety regulations pertaining to use of the pool must be met by the users. Details are available from the building principal or Pool Director. Proper swimwear must be worn in the pool.

Groups are restricted to the areas specifically requested.

Violations

The school district reserves the right to remove from school facilities any applicant, individual, or community group who fails to comply with the terms and conditions of this policy and the established procedures and guidelines contained herein.^[4]

In the event an applicant violates this policy or the terms under which permission was granted to use school facilities, that applicant forfeits the right to submit future applications to use school facilities, unless otherwise decided by the Board.

Provisions for Cancellation

The Superintendent or his/her designee reserves the right to cancel the utilization of the school facility at any time due to an emergency, inclement weather, or other unforeseen circumstance. The applicant may request to reschedule its use of the school facilities at a future date.

The purpose of this section is to ensure that school facilities are safe for use and that such use can be accommodated in an efficient, fair, and appropriate manner. Additionally, third party maintenance of the school facilities or grounds shall not be permitted under any circumstances.

Complaint Resolution and Special Provisions

All objections or complaints regarding the administration of this policy by nonschool-related/nonschool-affiliated organizations will be considered only if made by writing to the Superintendent within fifteen (15) days of the scheduled use.

The written objection(s) must include the signature(s) of the individual(s) or group making the complaint, including names, addresses and phone numbers. When a complaint or objection to use is received prior to fifteen (15) days of scheduled use, the following action may be taken:

1. At the discretion of the Superintendent, use of the facilities by the specified applicant may be suspended temporarily to afford the Superintendent sufficient time to meet with the ~~proper~~ **DASD Board Policy Committee** and all concerned parties of the purpose of a hearing. The applicant shall be notified in a timely manner to contact the members of the group regarding any temporary suspension of use and/or a pending hearing.
2. Within ten (10) days of temporary suspension, the Superintendent, the **DASD Board Policy Committee** Chairperson, the complainant, and the applicant shall convene at a specified time and location to review the matter. A recommendation shall then be made to the ~~Policy appropriate~~ **Committee** by the **DASD Board Policy Committee** Chairperson.
3. The Board shall be the deciding authority, and the decision shall be final. A copy of the written decision may be obtained by any and all members of either the complainant group or the applicant group by request.

"Hold Harmless" Policy

The applicant understands and agrees, by virtue of its application, the policy, the administrative regulation, 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, including court costs and reasonable attorney's fees. This duty of indemnification shall be applicable in any and all circumstances, regardless of any action the district does or does not take relative to the school facilities or the applicant.

Legal

[1. 24 P.S. 775](#)

[2. 23 Pa. C.S.A. 6344](#)

- [3. 24 P.S. 111](#)
- [4. 24 P.S. 511](#)
- 5. Pol. 218
- [6. 10 P.S. 328.101 et seq](#)
- [7. 61 PA Code 901.701](#)
- [8. 20 U.S.C. 7972](#)
- [9. 20 U.S.C. 7973](#)
- 10. Pol. 904
- [11. 18 Pa. C.S.A. 6306.1](#)
- [24 P.S. 510.2](#)
- [24 P.S. 779](#)
- [61 PA Code 901.1](#)
- [20 U.S.C. 7971 et seq](#)
- [20 U.S.C. 7905](#)



Book	Policy Manual
Section	900 Community
Title	Public Comment in Board Meetings
Code	903
Status	Up For Revision
Adopted	March 12, 2009
Last Revised	October 26, 2023
Last Reviewed	March 18, 2024

Purpose

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

Authority

The Board adopts this policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.[\[1\]](#)

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for participants to comment on matters which are or may be before the Board prior to official action or deliberation.[\[2\]](#)[\[3\]](#)

The Board shall require that all public comments be made at the beginning of each meeting within the time limitations specified in the agenda.

If the Board determines there is not sufficient time for public comments, the comment period may be deferred to the second opportunity later in the Agenda. If the Board President and Superintendent anticipates an unusually high interest, they may offer an opportunity to submit written comments as outlined in the meeting agenda.[\[2\]](#)

When an item is added to the agenda after the public comment period has ended, the Board shall offer a further public comment opportunity limited to the added item(s) (see Policy 006).[\[2\]](#)[\[3\]](#)

Definitions

Participant - a resident of the district, taxpayer of the district, district student, or district employee making a comment at an open meeting of the Board.[\[2\]](#)

Resident - A person who resides in the district and is thus entitled to free public education by the district for their school-age children. The district will consider district property records and tax records to determine residency. Residency may also be established by providing a deed, lease, utility bill, vehicle registration, driver's license, or Department of Transportation identification card for a district address.

Taxpayer of the District - (1) an individual or entity who owns real estate in the district and pays real estate taxes for the property in question, (2) an individual who pays earned income tax to the district, or (3) an individual who pays a per capita tax to the district.

Delegation of Responsibility

The presiding officer at each open Board meeting shall follow Board policy for the conduct of open meetings. Where the presiding officer's ruling is disputed, it may be overruled by a majority of those school directors present and voting.[4][5]

Guidelines

All individuals wishing to participate in a public open Board meeting shall register their intent with the Board Secretary in advance of the meeting and shall include the name and address of the participant, topic to be addressed, and group affiliation, if applicable.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, municipality, and group affiliation, if applicable.

Comments are to adhere to the following:

1. The first opportunity for public comment must be aligned to identified agenda topics.
2. The second opportunity for public comment may address agenda topics as well as topics beyond the agenda, but must, in any event, be topics which may reasonably come before the Board.
3. Individual comments should be limited to ~~less than~~ two (2) minutes ~~or less.~~—At two (2) minutes, ~~he/she the host~~ will ask the individual to stop sharing comments.
 - a. ~~At one (1) minute and forty five (45) seconds, the Host will provide a signal.~~
 - b. ~~At two (2) minutes, he/she will ask the individual to stop sharing comments.~~
4. When several individuals wish to address the same topic, total comment time will be limited to thirty (30) minutes per topic during each opportunity for public comment.
5. For comments beyond the designated time limits, individuals are encouraged to communicate directly with Board Members outside of the public meeting setting.

Participants are encouraged, but not required, to direct all statements and questions to the presiding officer and/or to the Board as a whole. The Public Comment period is an opportunity to be heard by the Board but not to engage in dialogue. Any Board member or administrative input responding to Public Comment will be after the end of the Public Comment period. Board members are not required to respond to public comment.

The presiding officer, or designee, may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, obscene, irrelevant, or constitutes a threat of physical violence.

2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when the person's conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. ~~Waive these rules with the approval of the Board with unanimous consent.~~

The portion of the meeting during which the public is invited to speak shall be limited to thirty (30) minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at open meetings, under guidelines facilitated by the Community Relations Specialist that ensure such recording devices and the act of recording do not interfere with the orderly operation of the meeting or the public viewing of that meeting. For larger recording devices, that may include a requirement to utilize such devices only in a designated area. [6]

No banners will be permitted within the meeting room.

Signs are permitted provided that they are held by individuals and:

1. Do not exceed 8.5 by 11 inches in size;
2. Are only carried or held by individuals so that the view of other individuals at the meeting is not obstructed;
3. Do not include obscenities, threats of violence, or other unprotected speech; and
4. Are not mounted, affixed, or leaned against walls, chairs, or other furniture in the meeting room.

Allegations of Sunshine Law Violations

Attendees wishing to register objections alleging violations of the Sunshine Law shall approach the lectern and request to make the objection. An objector shall have a maximum of two (2) minutes to provide their name, the section of the Sunshine Law allegedly violated, and a description of how the action taken or not taken by the district or Board violated the identified section of the Sunshine Law. The statement shall be limited to the objection. This two-minute period for objection is not an opportunity for public comment, and the Board will terminate the comment if not limited to the objection. If the same objection applies to multiple Board agenda items, the Board will take note that there is a standing objection.

The meeting agenda and all pertinent documents shall be available to the press and public at the meetings in accordance with applicable law. [7]

- Legal
1. [65 Pa. C.S.A. 710](#)
 2. [65 Pa. C.S.A. 710.1](#)
 3. [65 Pa. C.S.A. 712.1](#)
 4. [24 P.S. 407](#)
 5. Pol. 006
 6. [65 Pa. C.S.A. 711](#)

[7. 65 Pa. C.S.A. 709](#)

[65 Pa. C.S.A. 701 et seq](#)

Pol. 906



Book	Policy Manual
Section	100 Programs
Title	Additional Administrative Regulations for Overnight Field Trips
Code	121-AR-1
Status	Up For Revision
Last Revised	October 5, 2017
Last Reviewed	March 18, 2024

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.

- F. **The Pennsylvania Music Educators Association (PMEA) trips require chaperones to be members of PMEA for insurance purposes. Chaperones will be provided by PMEA. Student PMEA trips will be coordinated by District staff.**



English Learner Identification Procedure Grades K-12

(See Pre-K identification guidance for Pre-K students)

- STEP 1:** Review the Home Language Survey.
 - If the HLS indicates a language other than English for **any** question, **proceed to STEP 2.**

NOTE: Pidgin and creole variations of English (e.g. English spoken in Liberia or Cameroon) constitute a language other than English for identification purposes.

- STEP 2:** Conduct family interview to determine if the student is potentially an EL. Use an interpreter if necessary.

Family Interview

Conducted by district-trained enrollment personnel - not to be completed by the parent/guardian

Interviewed:

Date:

Phone:

Name of Student:

PASID:

Students Date of Birth:

Age:

Student's Date of Entry to U.S. (if born in the U.S., then same as DOB):

Parent Country of Origin:

Student Country of Origin:

Parents' Primary Country of Education:

Complete the following table for the student. Indicate if the student moved schools, states, or countries during a school year.

Grade	State (City & School if PA)	Country	Primary Language of Instruction
Pre K			
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

- Is this student a Native Alaskan, Native American, or Native Hawaiian?
 YES NO
- Is this student's language influenced by a Tribal language through a parent, grandparent, relative, or guardian?
 YES NO
- When at home, how often does this student hear a language other than English?
 Always Occasionally Never
- When at home, how often does this student speak a language other than English?
 Always Occasionally Never
- When interacting with their parents or guardians, how often does this student hear a language other than English?
 Always Occasionally Never
- Within the last 12 months, when interacting with caregivers other than parents/guardians, how often did this student hear a language other than English?
 Always Occasionally Never
- When interacting with siblings or other children in their home, how often does this student hear or use a language other than English?
 Always Occasionally Never

Review of the family interview must be conducted by an ESL professional.

Based on the answers to the interview questions, determine if the second language exposure/use is significant and tied to the national origin of the student/parent(s)/guardian(s) or is superficial in nature. Ensure that the parent/guardian understands the HLS and has completed it accurately during the parent interview. The HLS cannot be completed again at a later date. If the student's development of English may have been impacted by exposure to another language in any way, then **proceed to STEP 3**

Comments:

- STEP 3:** If the student has an IEP or is suspected of having a disability (e.g. the parent states that the student has a disability), then see [Appendix A](#) before proceeding.

- STEP 4:** Conduct a review of the student's academic records from previous schooling if available. Look for compelling evidence that the student has sufficient English proficiency to benefit from instruction in English without specialized supports or accommodations. Acceptable evidence might include scores from standardized summative or interim tests in English, passing grades for core content classes conducted in English, and/or work samples. If the academic records are not available, or they do not contain compelling evidence of English proficiency, then **proceed to STEP 5**.

NOTE:

*A newly enrolling student who has an ACCESS overall composite proficiency level score from the previous school year (even from another state) that does not meet or exceed 4.5 may not be re-screened for the purpose of identification. In this case, **skip to STEP 6**. If a student has an ACCESS overall composite proficiency level score from the previous school year that meets or exceeds 4.5, then the student may be reclassified if the additional criteria from the state-defined reclassification guidance are met (i.e. language use evaluations can be conducted prior to October 1).*

*If a newly enrolling student has an ACCESS overall composite proficiency level score from a previous district that is more than one year old (i.e. two or more years prior to the current year), then **proceed to step 5** (screening) to determine the EL status. If the student exceeds the cut score for identification as an EL, then the student may be coded as never-EL and the identification process is complete.*

- **STEP 5:** Screen the student for English language proficiency using the K Screener, K MODEL, WIDA screener (online or paper), or WIDA MODEL screener. Record the screening scores below. See Appendix D for information about the appropriate test form to administer.

Listening PL	Speaking PL	Reading PL	Writing PL	Literacy CPL	Oral CPL	Overall CPL

If the student's scores meet the criteria for identification as an EL on the following table, then **proceed to STEP 6**. If not, then the student is not an EL and you do not need to proceed.

Grade Level	Screener	Criteria for identification as an EL
Kindergarten	K MODEL	<p><i>1st semester K: Assess oral language</i> Oral language composite below 5.0</p> <p><i>2nd semester K: Assess all 4 domains</i> Oral language proficiency level below 5.0 OR Literacy Composite below 4.2</p>
Kindergarten	K Screener	<p><i>1st semester K: Assess Oral Language</i> Oral language composite below 5.0</p> <p><i>2nd semester K: Assess all 4 domains</i> Oral language proficiency level below 5.0 OR Literacy Composite below 4.2</p>
1 st semester 1 st grade	K MODEL	Assess all 4 domains Overall composite proficiency level below 5.0
1 st semester 1 st grade	K Screener	Assess all 4 domains Overall composite proficiency level below 5.0
1-12	WIDA Screener	Overall composite proficiency level below 5.0
1-12	MODEL Screener	Overall composite proficiency level below 5.0

NOTE: If a student is unable to complete the full screener (e.g. because of a disability or refusal), then the determination of EL status must be made based on the remaining available evidence gathered from the HLS, parent interview, and academic records review. If reasonable evidence of English proficiency cannot be established based on those sources along with the incomplete screener results, if any, then the student should be identified as an EL.

- ❑ **STEP 6: OPTIONAL** - Screen the student for native language proficiency if a screening instrument is available. Record the score(s). If no screening instrument is available, then **proceed to STEP 7**.

Name of screener	Score(s)	Score descriptor

- ❑ **STEP 7:** Determine if the student has **limited or interrupted formal education (LIFE)** using the criteria below:
 - Is enrolling after grade two, AND
 - Has a Literacy score of less than 3.5 on the W-APT, MODEL Screener, or WIDA Screener, AND
 - Has at least two fewer years of age appropriate schooling than peers **or** has disenrolled from U.S. schools to enroll in schools in other countries (including Puerto Rico) more than two times in the past four years, AND
 - Has limited encoding/decoding skills in native language (as indicated by family interview and/or native language measures and/or review of academic records and/or local measures)

Does this student have limited or interrupted formal education?

YES (the student should be coded as 06 in PIMS)

NO

Proceed to STEP 8.

- ❑ **STEP 8:** Determine the most appropriate language instruction educational program (LIEP) based on the student’s English language proficiency and native language proficiency if available.

NOTE: If the student has an IEP, then EL and Special Education personnel MUST collaborate to determine program and academic placement.

Program Placement:

Proceed to STEP 9.

- ❑ **STEP 9:** Provide the parent with a detailed program description and explain the identification and placement decision. The parent has the right to refuse placement in a specialized, separate LIEP. See [PDE guidance concerning parental right to refuse services](#). **Proceed to STEP 10.**

- **STEP 10:** The parent accepts or refuses placement in part or in whole in the LIEP. If, after the district notifies the parent of their option to refuse specialized LIEP services, the parent does not respond, then the district may proceed with the recommended program placement. **Proceed to STEP 11.**
- **STEP 11:** If your district participates in Title III, explain the services offered and their right to opt out of all of some of those services. If, after the district notifies the parent/guardian of their option to opt out of Title III services, the parent does not respond, then the district may proceed with enrolling the student in the Title III services. **Proceed to STEP 12.**

NOTE: This applies to discrete services/programs (e.g. after-school tutoring, summer school programs, the use of technology purchased with Title III funds, etc.). If, for example, Title III is being used for professional development for staff working with ELs, then there is no discrete service of which parents may opt out.

- **STEP 12:** Notify the receiving school of student's identification and placement. **Proceed to STEP 13.**
- **STEP 13:** Initiate an active service record in the district SIS. If the student has limited or interrupted formal education, then ensure that LIFE is identified. If the student will participate in Title III funded services, then ensure that the student is identified as participating in Title III. *NOTE: Not all ELs in a district that receives Title III funds are participating in Title III.* **Proceed to STEP 14.**
- **STEP 14:** Schedule the student based on program placement and English language proficiency.

NOTE: The school is responsible for ensuring that all teachers with whom ELs are scheduled have English language proficiency information for their ELs. This includes general education teachers.

The procedure is complete. Attach the HLS form and parent refusal acknowledgement form (if completed) to this form and file them in student's record. Copies of this form should be given to ESL and general education teachers who will be working with this student.

Appendix A

Students who have or are suspected of having a disability

If a student arrives with an IEP or is suspected of having a disability (i.e. parent informs enrollment personnel that the student has a disability), then enrollment personnel must coordinate with Special Education staff to complete this procedure. *NOTE: The identification process must be completed within the timelines prescribed in this procedure.*

If the student arrives with an IEP:

Screening, if required, must be completed with appropriate accommodations and the test results must be interpreted in consultation with Special Education personnel.

If the student is suspected of having a disability but a determination cannot be made prior to completing this procedure:

Screening, if required, must be completed with any administrative considerations, universal tools, or accommodations that the ESL/SPED educators deem necessary. This procedure must be completed in accordance with the outlined guidelines and the student must be placed in the appropriate language instruction educational program (LIEP) based on the information available at the conclusion of the identification procedure.

If, after the student is placed in the LIEP, the student is determined to have a disability that may have affected the screening (e.g. requires a testing accommodation that was not offered), then the student must be re-screened using the appropriate accommodations. If the student does not meet the criteria for identification as an EL based on this subsequent testing, then the district must contact PDE to remove the EL identifier and the student should be removed from the LIEP.

If a student cannot complete all domains of the screener due to a disability:

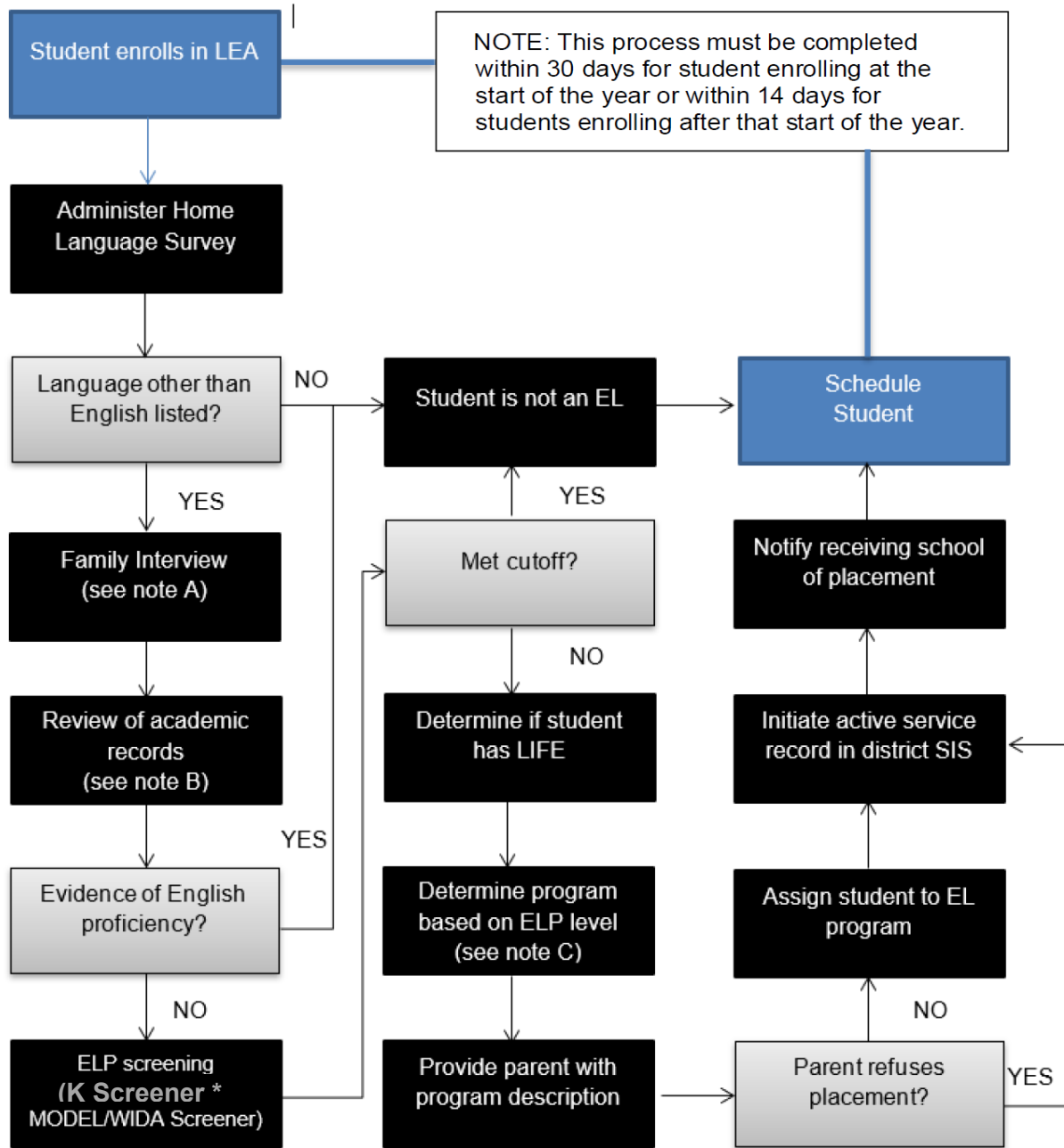
The determination must be based on the domains that can be completed by applying the appropriate cutoff score to all completed domains individually. For example, if a 4th grade student can only complete the reading and writing domains, then he/she must achieve a proficiency level of 5.0 or above in both reading and writing to exclude them from identification as an EL.

If a student cannot complete any domains of the screener due to a disability:

The identification decision must be based on the available evidence gathered from the home language survey, the family interview, and the records review. If the HLS indicates a language other than English, the family interview confirms that it is tied to national origin and significant, and academic records do not supply evidence of English proficiency, then the student should be identified as an EL.

Appendix B

English Learner (EL) Identification Procedure Flowchart



* For second semester kindergarten students and first grade students who take the kindergarten screener, BOTH oral language domains must meet or exceed 5.0 AND literacy domains must meet or exceed 4.2.

Note A:

A student who comes from an environment where English is not the dominant language or who has been exposed to another language (HLS indicates other languages) is not necessarily an EL and does not necessarily need to be screened for English language proficiency if there is compelling evidence suggesting that the student is proficient in English. Parent permission to screen for language proficiency is **NOT** required; however, a parent interview must be conducted prior to screening. The parent interview should be standardized to some degree (see parent interview on pages 1 and 2) and the information gathered should be filed with the student's other enrollment documentation. The parent interview can serve to determine whether or not to screen a potential EL. If the evidence gathered during the parent interview is indeterminate, then an academic records review may be used to indicate English proficiency and preclude screening.

Note B:

If after the parent interview it is unclear whether or not a student should be screened for English proficiency, then a thorough review of any available academic records should be conducted to find evidence of English language proficiency. Some examples of this type of evidence are:

- Transcripts from previously attended U.S. schools with passing grades in core content classes
- Statewide assessment results from previously attended U.S. schools indicating English proficiency (may be from other states)
- District assessment results from previously attended U.S. schools indicating English proficiency (may be from other states)
- Notes and/or other less formal indicators regarding language proficiency contained in the student's academic records

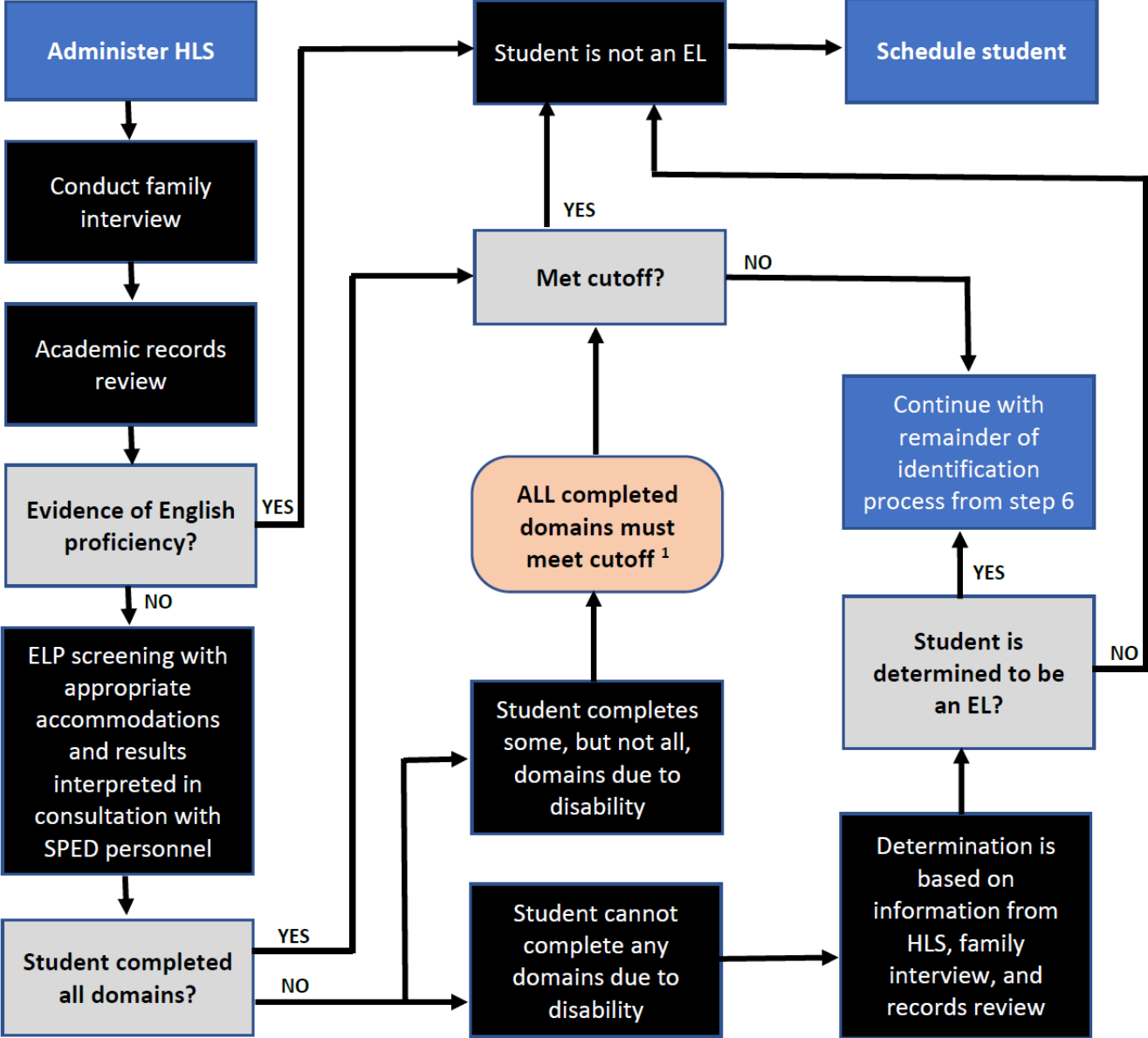
NOTE: A determination of English proficiency for the purpose of precluding screening **MUST** be based on compelling and robust evidence.

Note C:

If the student has an IEP, then EL and Special Education personnel **MUST** collaborate to determine program and academic placement. The process must be completed within 30 days for students enrolling at the start of the school year or within 14 days for students who enroll after the start of school.

Appendix C

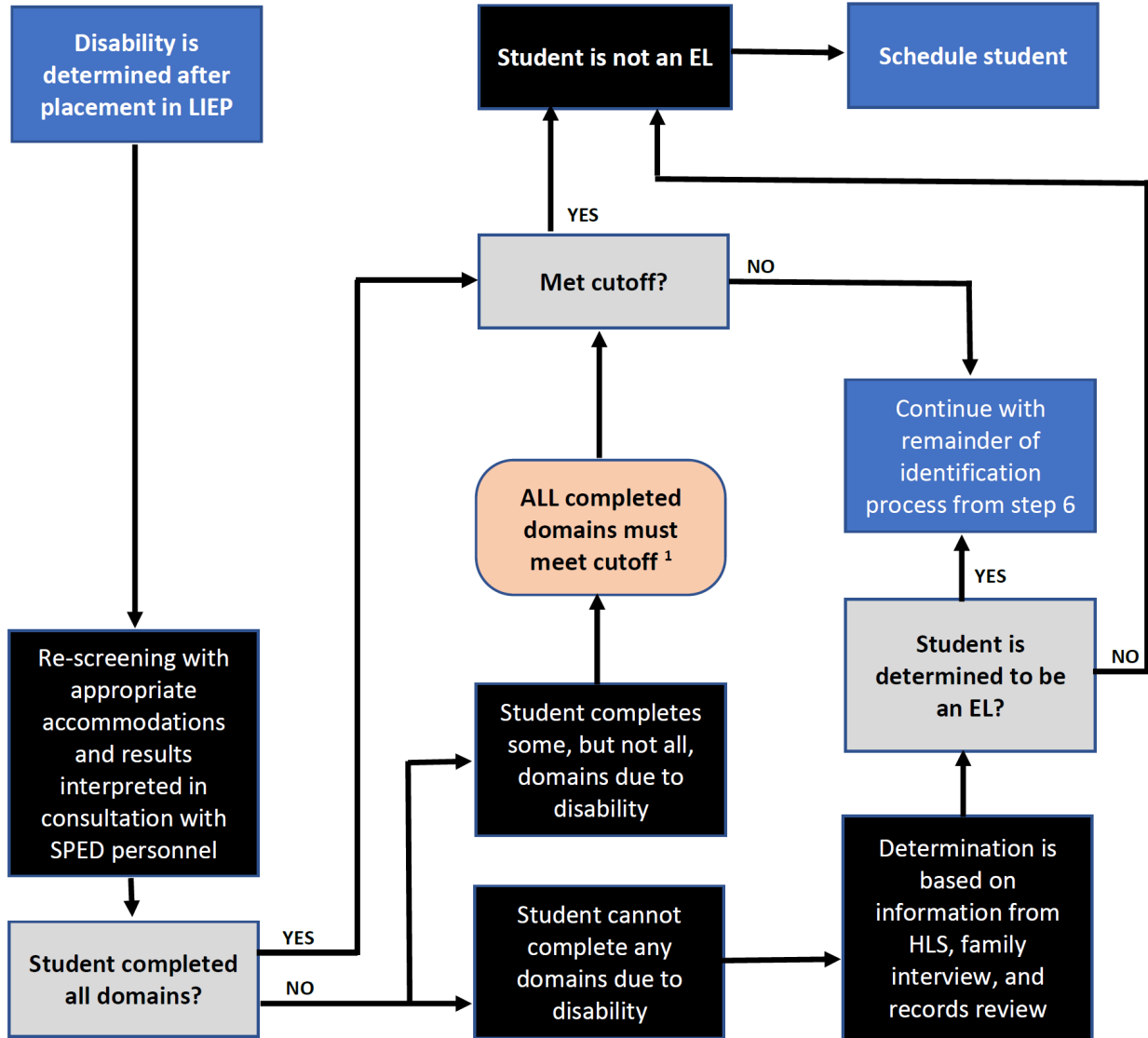
EL Identification for students who have or are suspected of having a disability at the time of enrollment



¹ ALL completed domains for students in grades 1-12 must meet the 5.0 cutoff. For second semester kindergarten students and first grade students who take the kindergarten screener, oral language domains must meet or exceed 5.0 and literacy domains must meet or exceed 4.2.

Appendix C (cont.)

EL Identification for students who are determined to have a disability after being placed in the LIEP



¹ All completed domains for students in grades 1-12 must meet the 5.0 cutoff. For second semester kindergarten students and first grade students who take the kindergarten screener, oral language domains must meet or exceed 5.0 and literacy domains must meet or exceed 4.2.

Appendix D

Selection of appropriate grade-level cluster test forms

See the tables below for selection of the appropriate screener to use for each grade.

WIDA Screener Selection

Grade	1*		2		3		4		5		6		7		8		9		10		11		12	
Semester	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Grade-Cluster Form	Grade 1 Test		Grades 2-3 Test				Grades 4-5 Test				Grades 6-8 Test				Grades 9-12 Test									

* Districts have the option of using the grade 1 WIDA Screener, the Kindergarten MODEL, or K Screener for first semester 1st graders.

WIDA MODEL Selection

GRADE	K		1		2		3		4		5		6		7		8		9		10		11		12	
Semester	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Grade-Cluster Form	K Screener		Grades 1-2 Screener				Grades 3-5 Screener				Grades 6-8 Screener				Grades 9-12 Screener											

WIDA K Screener

GRADE	K			1	
Semester	1	2		1	2
Grade - Cluster Form	K Screener				



Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200-AR-0
Status	Up For Revision
Last Revised	March 16, 2020
Last Reviewed	March 18, 2024

Pennsylvania resident students are considered school age and are entitled to attend district schools from the time they are admitted to a public school until graduation from high school or the end of the school year in which they turn age twenty-one (21).

When a student of school age is presented by a parent/legal guardian to any district school for enrollment, school staff will require the following documentation:

1. Proof of the student's age – acceptable documentation includes one (1) of the following: birth certificate; baptismal certificate; transcript of the record of baptism duly certified and showing the date of birth; notarized statement from the parents/guardians indicating date of birth; a valid passport; or a prior school record indicating the date of birth.
2. Immunization record with dates or assurance from the former school district or a medical office that the required immunizations have been completed or a required series has begun, with a record to be sent. Written statements are required for religious and medical exemptions.
3. Proof of residency – acceptable documentation includes one (1) of the following: deed; mortgage agreement; rent payment receipts or lease and one (1) of the following: PA driver's license or identification card; PA vehicle registration; property tax payment receipts; utility bill with current address; paycheck stub with employer and employee's address; or current voter registration.
4. Parental Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, violence or conviction or adjudication for sexual assault against a student in the same school, as required by the Pennsylvania School Code.

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student's enrollment or attendance until the document(s) is provided:

1. Picture identification.
2. Health or physical examination records.
3. Academic records.
4. Attendance records.
5. Individualized Education Program or other special education records.
6. Registration form.

School staff will not request any of the following information to verify enrollment or residency:

1. Social security number.
2. Reason for a student's placement if not living with natural parent.
3. Visa of student or parent/guardian.
4. Student's immigration status.
5. Agency records.
6. Court order or records relating to a dependency proceeding, except in limited circumstances that occur when a custody order, agreement or dependency is being relied upon as the basis for enrollment.

District staff will consider what residency verification is reasonable in light of a family's situation and should be flexible.

The district will normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

Upon enrollment of a student, school staff will contact the student's former school for a copy of the student's education records and disciplinary record, if any. If the school is within Pennsylvania, the disciplinary record should be sent within ten (10) business days.

The district cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the district can provide alternative education services during the period of expulsion for a student currently expelled for a weapons offense or conviction or adjudication for sexual assault against a person in the same school. If a student has been expelled from the previous district for reasons other than a weapons offense or conviction or adjudication for sexual assault against a person in the same school, the district will review the student's prior performance and school record to determine the services and supports that will be provided upon enrollment in the district.

Health records must be transferred from all public and private schools, upon the request of the building principal or designee.

The district will administer the home language survey to all students enrolling in the district for the first time.

The building principal will report to the Superintendent or designee the name of any student attempting to enroll who does not present the required documentation.

Students Enrolling Without Previous School Records

If a student is presented for enrollment without previous school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for student placement that appears reliable as proof of successfully completed coursework, such as report cards and sworn affidavits of previous school teachers.

If reliable information cannot be obtained, the building principal, in consultation with the appropriate staff, will promptly evaluate the student and determine the appropriate grade and/or courses for that student. The evaluation will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the Board for district students.

The student and parents/guardians will be informed in writing of the results of the evaluation and the student's placement. The Board's adopted graduation requirements and planned instruction will be the criteria used by the school to determine a student's attainment of academic standards for high school graduation.

Change of Address

When a student or parent/guardian notifies District Enrollment of a change of address within the district's boundaries, the parent/guardian will be required to bring proof of residence to District Enrollment.

New student information will be modified on the Student Information System with the student's name, date of birth, new address, telephone number, school attending and grade.

The documentation accepted as proof should be noted on the registration form, and a copy of the document retained.

Enrollment Complaints

If a dispute involving enrollment arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy. (Pol. 906)

Enrollment disputes regarding students experiencing homelessness, foster care and other educational instability will be handled in accordance with Board policy. (Pol. 251)

Complaints to the PA Department of Education (PDE) –

When a dispute arises regarding enrollment of a student, the person attempting to enroll the child or the school district may bring the dispute to the attention of PDE's School Services Office. A complaint may be filed by mail, email or by phone with written follow-up. After receipt of a complaint, a PDE representative will contact the school district, family or other involved parties to determine the facts, whether the child is entitled to enrollment in the district and to try to resolve the problem. These contacts, whenever possible, will occur within five (5) school days of receipt of the complaint.

NOTE: Check with 202 document proof.

~~Students are considered school age from the time they are admitted to a public school until graduation from high school or age twenty-one (21).~~

~~School age students entitled to enrollment in district schools include:~~

- ~~1. Student residing with parent(s) who is a district resident(s):~~
- ~~2. Nonresident student living with a district resident who is supporting the student gratis:~~
- ~~3. Nonresident student living in a facility or institution:~~
- ~~4. Nonresident student living in a foster home:~~
- ~~5. Homeless student:~~
- ~~6. Emancipated minor residing in the district:~~

~~When the required enrollment documentation is provided, the school staff will enroll the eligible student and permit him/her to attend school on the next school day after the student is presented for enrollment, but no later than five (5) business days after application.~~

Required Enrollment Documents

~~Except for a homeless student, when a student of school age is presented to any district school for enrollment, school staff will require the following documentation before enrolling the student and permitting him/her to attend school:~~

- ~~1. Proof of the student's age – acceptable documentation includes one (1) of the following:~~
 - ~~a. Birth certificate:~~
 - ~~b. Notarized copy of birth certificate:~~
 - ~~c. Baptismal certificate:~~
 - ~~d. Copy of the record of baptism, notarized or duly certified and showing date of birth:~~
 - ~~e. Notarized statement from the parents/guardians or relative indicating date of birth:~~
 - ~~f. Valid passport:~~
- ~~2. Immunizations required by law – acceptable documentation includes:~~
 - ~~a. Student's immunization record:~~
 - ~~b. Written statement from prior school district or a medical office that the required immunizations have been administered, or that a required series is being administered:~~
 - ~~c. Verbal assurances from prior school district or a medical office that required immunizations have been completed, with records to follow:~~
- ~~3. Proof of residency – Two (2) proofs of residency are required (one (1) acceptable documentation from each list found below):~~
 - ~~a. List A~~
 - ~~i. Lease Agreement or Rent Payment Receipts – This is required if you are not the owner of the property. If you are not the owner of the property and cannot provide a lease, you and the owner/leaseholder will be required to complete and~~

~~submit a notarized Shared Residency Affidavit.~~

~~ii. Current utility bill with current address - Acceptable as List A item only if you are the property owner; cell phone bill is not valid proof of home ownership.~~

~~iii. Settlement Statement.~~

~~iv. Real Estate Tax Bill.~~

~~b. List B~~

~~i. PennDOT issued Driver's License, Photo ID or Vehicle Registration.~~

~~ii. Current utility bill with current address (cannot be used if chosen as proof from List A).~~

~~iii. Paycheck stub with employer address and employee address.~~

~~iv. Current voter registration.~~

~~v. State/Federal program enrollment, bank statement.~~

~~4. Parent Registration Statement = a sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, or infliction of injury or violence on school property, as required by law.~~

~~5. Home Language Survey = for all students enrolling in a school for the first time.~~

~~6. Shared Residency Enrollment~~

~~a. Parent/Guardian must provide a notarized Shared Residency Affidavit, along with two (2) acceptable proofs of district residence from Proof of Residency List B. The parent/guardian must also submit proof of submission of the York Adams Tax Bureau (YATB) New Resident/Change of Address Form.~~

~~b. The homeowner/leaseholder must provide acceptable proofs of district residence as required in Proof of Residency List A and List B.~~

~~c. Both the parent/guardian and homeowner/leaseholder must sign the Shared Residency Affidavit in the presence of a Notary Public.~~

Documents That May Be Requested But Not As A Condition Of Enrollment

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student's enrollment or attendance until the document(s) is provided:

- ~~1. Picture identification.~~
- ~~2. Health or physical examination records.~~
- ~~3. Academic records.~~
- ~~4. Attendance records.~~
- ~~5. Individualized Education Program.~~
- ~~6. Special education records.~~
- ~~7. Completed physical examination.~~
- ~~8. Completed Registration Form.~~

Documents That Will Not Be Requested

School staff will not request any of the following information to verify enrollment or residency:

- ~~1. Social security number.~~

2. ~~Visa of student or parent.~~
3. ~~Agency records.~~
4. ~~Court order or records relating to a dependency proceeding, except in limited circumstances that occur when a custody order, agreement or dependency is being relied upon as the basis for enrollment.~~
5. ~~Student's immigration status.~~

Special Enrollment Considerations

~~District staff will consider what residency verification is reasonable in light of a family's situation.~~

~~Twins and higher order multiple siblings will be enrolled in the same manner as other students.~~

~~The district cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the district can provide alternative education services during the period of expulsion for a student currently expelled for a weapons offense. If a student has been expelled from the previous district for reasons other than a weapons offense, the district will review the student's prior performance and school record to determine the services and supports that will be provided upon enrollment in the district.~~

~~Students and families with limited English proficiency must be provided translation and interpretation services to the extent needed for them to understand the enrollment process and promptly enroll the student.~~

~~School staff will enroll a student no later than five (5) business days after application, regardless of receipt of student records from the prior school entity.~~

Requests For Student Records

~~Upon enrollment of a student, school staff will contact the student's prior school for a copy of the student's educational records. The prior district, if within Pennsylvania, is required to forward the records within ten (10) business days of the date of request.~~

~~When a student transfers from a Pennsylvania school entity, school staff will contact the sending school for a certified copy of the student's disciplinary record. The prior district is required to forward the certified copy within ten (10) days from receipt of the request.~~

~~Health records must be transferred from all public and private schools, upon the request of the building principal or designee.~~

Students Enrolling Without Prior School Records

~~If a student is presented for enrollment without prior school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for a student placement that appears reliable as proof of successfully completed coursework, such as report cards and sworn affidavits of previous school teachers.~~

~~If reliable information cannot be obtained, the building principal, in consultation with the appropriate teacher(s), will promptly evaluate the student and determine the appropriate grade and/or courses for that student. The evaluation will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the School Board for district students.~~

~~The student and parent/guardian will be informed in writing of the results of the evaluation and the student's placement. The district's Strategic Plan will be the criteria used by the school to determine a student's attainment of academic standards for high school graduation.~~

Change Of Address

When a student or parent/guardian notifies the school of a change of address within the district's boundaries, the parent/guardian will be required to bring proof of residence to the school.

A Change of Address form will be completed:

The documentation accepted as proof should be noted on the Change of Address form, and a copy of the document retained:

Charter and Private Cyber School Students

Students enrolling in Charter Schools or private Cyber Schools must annually provide proof of residency prior to the district providing transportation and/or payment to a charter school on the student's behalf.

Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint to the Superintendent's residency designee. If the complainant is not satisfied, the individual may contact the Superintendent. If the complainant is not satisfied with the Superintendent, the individual may contact the PA Department of Education.



Book	Policy Manual
Section	200 Pupils
Title	Student Classifications for Enrollment
Code	200-AR-1
Status	Up For Revision
Last Revised	May 12, 2016
Last Reviewed	March 18, 2024

Resident Students/Court Order/Custody Agreement

A school age student is entitled to be enrolled in the schools of the district where his/her parent(s) or legal guardian resides, upon submission of required documents.

When parents reside in different school districts due to separation, divorce or other reasons, the student can be enrolled in the district of the parent with whom the student lives for the majority of time, unless a court order or court-approved custody agreement specifies otherwise.

If parents share joint custody and the student's time is evenly divided between the parents, the parents can choose which of the two (2) school districts the student will attend for the school year.

If a parent enrolling a student is relying on a current court order or custody agreement as the basis for enrollment, school staff will require the parent to provide a copy of the order or agreement.

Students Living With Resident Adult Other Than Parent

When a student lives with a district resident who is supporting the student without personal compensation (gratis), **assumes all personal obligations for the child relative to school requirements, and intends to keep and support the child continuously and not merely through the school term**, the student can enroll in a district school if the resident makes application and provides the required documentation. **However**, Proof of gratis will be requested annually once the student is enrolled.

In addition to the required documents, **school-staff District Enrollment** will require the resident to provide **only** one (1) of the following:

1. Legal documentation to show dependency or guardianship.
2. Sworn and notarized statement indicating that the signer is a district resident and is supporting the student without receiving personal compensation, the student is living with him/her continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

School staff can require the resident to provide additional information before enrolling the student in district schools. Required documents may include:

1. Copy of completed county form or court order transferring child support payments to resident, if applicable.
2. Copy of completed state form notifying Department of Welfare of child's new residence, if applicable.
3. Copy of lease/rental agreement identifying the student as a tenant, if applicable.
4. Documents to verify residency, as required for all students enrolling in district schools.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.

School staff will not require the natural parent(s) or former guardian(s) to provide information.

Shared Residency Students

When a student resides with his/her parent(s)/guardian(s), as a multiple occupant, in the home of a district resident other than his/her parents, guardian/s or other persons having lawful control of the student:

1. The parent(s)/guardian(s) having lawful custody of the student claiming shared residency must provide two (2) proofs of residency. ~~from Proof of Residency List B~~ (Enrollment of Students 200-AR).
2. The parent(s)/guardian(s) will submit proof of submission of the York Adams Tax Bureau New Resident/Change of Address Form.
3. The property owner/leaseholder of the residence in which the student resides must provide two (2) proofs of residency. ~~from Proof of Residency List A and List B~~ (Enrollment of Students 200-AR).
4. Both the parent(s)/guardian(s) and property owner/leaseholder shall sign a Certificate of Shared Residency in the presence of a Notary Public and submit it along with the required proofs of residency.

The parent(s)/guardian(s) Certification of Shared Residency shall include a statement informing them that if the district determines that the information provided is not valid or a failure to notify the district of any change in the residency status was not provided, the district will reject the Certificate of Shared Residency and the parent(s)/guardian(s) will be held liable for tuition.

The property owner/leaseholder's Certification of Shared Residency shall include a statement informing them that if the district determines that the information provided is not valid or a failure to notify the district of any change in the residency status was not provided, the district will hold the resident liable for tuition.

All students enrolled under a Certificate of Shared Residency shall be subject to annual verification by the district. The district will also initiate an investigation into the validity of the parent(s)/guardian(s) residency should reasonable suspicion be received.

The district reserves the right to pursue any legal action under Commonwealth law if the information provided is found to be false or the information changes and the parties fail to inform the district of the change in circumstances.

Student/Families With Limited English Proficiency

The district will provide translation and interpretation services to the extent needed to help a family with limited English proficiency to understand the enrollment process.

School staff will promptly enroll the student, upon submission of required documents.

School staff will not request social security numbers or immigration status information.

Foster Students

Nonresident students placed in foster care are entitled to the same educational privileges as students residing in the district. Nonresident exceptional students placed in foster care are entitled to receive an appropriate program of special education.

In addition to the required documents, school staff will request a letter from the appropriate agency verifying that the student is residing with a foster parent or is in a pre-adoptive or adoptive home. School staff cannot request a court order or agency records.

The district will attempt to enable a foster student moving from one placement to another to remain in the same school or the district when the student is moved to another school attendance area or to another school district, when feasible.

Pre-Adoptive/Adoptive Students

A student living with pre-adoptive parents who receive adoption assistance subsidies or payments is entitled to attend school in the district in which the pre-adoptive parents reside.

A student living with adoptive parents is entitled to attend school in the district in which the adoptive parents reside.

School staff will enroll a student living with adoptive parents or pre-adoptive parents who reside in the district, upon submission of required documents.

Students Living In Institutions

If the school district hosts a children's detention home, drug and alcohol treatment center or similar facility, the district is required to provide an education, and special education when appropriate, to nonresident students placed in the institution.

Students placed in a children's institution have the right to attend district schools if appropriate for the student, upon submission of required documents.

Emancipated Minors

An emancipated minor is a student under the age of twenty-one (21) years who has established a residence apart from his/her parents/guardians or is living with a spouse.

The school district in which the student is living is the resident district, and the student can enroll without any assistance from an adult, upon submission of required documents.

Homeless Students

Homeless **children and youth means individuals who ~~students~~ lack a fixed, regular and adequate nighttime residence and includes: may reside in shelters, hotels, motels, cars, tents, or be temporarily housed with a resident family because of lack of housing. Homeless students include unaccompanied homeless youth and those waiting for foster care placement.**

1. **Children and youth who are:**
 - a. **Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;**
 - b. **Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;**

- c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
 4. Migratory children who qualify as homeless because they are living in circumstances described above; and
 5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

Homeless students include unaccompanied homeless youth and those awaiting foster care placement.

School staff will immediately enroll a homeless student, and the student or family is not required to prove residency.

School staff will immediately enroll an unaccompanied homeless student without documents and without the help of an adult. ~~An~~ Unaccompanied homeless youth means a homeless child or youth ~~student is any child who is~~ not in the physical custody of a parent/guardian. This ~~and~~ includes youth ~~a student~~ who ~~has~~ run away from home, been abandoned or forced out of home by a parent, guardian or other caretaker; ~~thrown out of the home~~, or ~~been abandoned or~~ separated from a parent/guardian for any other reason.

A youth awaiting foster care placement includes those placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, ~~prior to enrollment~~, district staff will consult with the county children and youth agencies to determine if the student meets the definition of awaiting foster care placement; including, on a case-by-case basis, whether a student who does not clearly fall into one of these categories is nevertheless a student "awaiting foster care placement."

The district's point of contact will facilitate the process to remove barriers to immediate enrollment of homeless students.

Adjudicated Students Experiencing Educational Instability

Students who are experiencing educational instability in terms of an adjudication of:

1. Dependency relating to child protective services and juvenile matters;
2. Delinquency, if disclosed by the student's parent/guardian; or
3. As part of court-ordered services under a voluntary placement or custody agreement shall be enrolled in the district in accordance with law and Board policy. (Pol. 251)

Children Of Military Personnel

The district will facilitate the timely enrollment and permit advanced enrollment of children of active duty military families in this district, in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy. (Pol. 254)

When a student is a child of a Pennsylvania resident who is deployed by the military and the student is living for that time with relatives or family friends residing in the district, the student is entitled to attend district schools, upon submission of required documents.

School staff will presume the district resident is supporting the student gratis, without personal compensation or gain.

Foreign Students With Student Visas

Students with visas of any type must comply with the terms and condition of that visa, including payment of tuition when required.

When a student with a visa requests enrollment in district schools, the designated district administrator will consult with the district solicitor to ensure the district is following the specific requirements of the applicable visa program.

Undocumented Foreign Students

District staff will not ask about the immigration status of a student who is seeking to enroll in the district.

A student whose immigration status is not documented must provide the residency and other documents required for enrollment.

Students Returning From Delinquency Placements

When a student returns to the district from a delinquency placement, school staff cannot automatically place the student in an alternative education program just because s/he had been adjudicated delinquent.

A student returning from a delinquency placement is entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine if the student is currently fit to return to the regular classroom or if s/he meets the definition of a disruptive student. Factors the district will consider include:

1. If the incident causing the adjudication occurred at school or a school-sponsored event.
2. Student's behavior in the placement.
3. Recommendations of teachers and adults, such as the juvenile probation officers, who have worked with the student.
4. Other relevant considerations.

Address Confidentiality Program (ACP)

A family can enroll a student using an Address Confidentiality Program (ACP) that lists a post office box as their address.

School staff will accept this post office box as the legal address and will not require additional information about the residence. All other required documents must be submitted for enrollment.

School records from the former school will be forwarded through the Address Confidentiality Program (ACP).

The ACP can be contacted at 1-800-563-6399 regarding questions about the family's eligibility for enrollment.

Process for Disputes Regarding Students Enrolled on Affidavits of Support/1302 Affidavits

If the Administration determines that a student enrolled in the District on an Affidavit of Support/1302 Affidavit is no longer eligible to attend District schools because the student is not living with a resident, is not being supported gratis by a resident, or is otherwise ineligible, then

the Administration will send notice of the determination to the student's parents/guardian and the District resident that signed an affidavit of support.

The notice must:

1. Be sent via regular and certified mail.
2. Inform the parent/guardian and resident of the Administration's determination and of their right to appeal that decision, in writing, within seven (7) business days of the notice.
3. Inform the parent/guardian and resident that if the matter is not appealed within seven (7) business days of the notice, then the student will be removed from the rolls.

If the District resident and/or parent/guardian submits a written appeal to the Superintendent or designee within seven (7) calendar days, then the Superintendent or designee will hear the appeal.

In addition to these removal proceedings, the District may file criminal charges and/or institute civil proceedings for the recovery of non-resident tuition as appropriate.

Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint to the Superintendent's Residency Designee. If the complaint is not satisfied, the individual may contact the Superintendent. If the complaint is not satisfied by the Superintendent, the individual may contact the PA Department of Education.

The individual or the school district may send written follow-up to the Department of Education, School Services Unit.



Book	Policy Manual
Section	200 Pupils
Title	Nonresident Students
Code	202-AR-0
Status	First Reading
Adopted	March 18, 2024

Nonresident students may be admitted to district schools upon proper application and submission of required documents by the parents/guardians.

All claims of residency will be verified by district staff.

Continued enrollment of a nonresident student will be contingent upon the student maintaining established standards of academics, attendance and discipline.

A student residing with an adult other than the natural parents will be enrolled following receipt of documents required for enrollment by law and Board policy and one (1) of the following:

1. Verification that the student resides at a federal installation.
2. Appropriate legal documentation, such as a court order, to show dependency or guardianship.
3. Sworn, notarized statement indicating that the signer is a district resident; is supporting the child gratis, without personal compensation or gain; will assume all personal obligations for the child relative to school requirements; intends to keep and support the child continuously and not merely through the school term; and, when required, any reasonable information submitted by the resident to substantiate the sworn statement.

Information concerning health and compliance with immunization requirements, proof of age, proof of residency and the Parental Registration Statement must be submitted to the district prior to enrollment of the student. District staff will contact the previous school district to obtain the student's transcripts and school records.

Enrollment of the nonresident student will be completed the next school day following receipt of required documentation by the district, but no later than five (5) business days following application.

If enrollment of a nonresident student is denied, the parents/guardians will be notified in writing of the reason(s), and submitted records will be returned, upon request.

Students Placed In District

Nonresident Children Placed in Resident's Home

Nonresident school age children placed in the home of a district resident by court order or an arrangement with an association, agency or institution having the care of neglected and dependent children, when the resident is compensated for the child's care, will be enrolled in district schools without tuition.

Before accepting a nonresident school age child for such compensation, the resident guardians must secure from the district's Superintendent or designee a written statement that the student can or cannot be accommodated in district schools. If the student cannot be accommodated, the reasons must be given in writing.

Prior to enrollment of the student, the resident must present proof of residence and documentation to comply with all established enrollment requirements, including proof of age, immunization records and Parental Registration Statement.

At the time of registration, the resident will be required to present a copy of the court order or a letter from the placing agency, association or institution, which will be attached to the district's copy of the student registration.

Designated staff will be required to obtain information from the agency, association or institution that is required to receive state reimbursement for the student.

Residents of Institutions

Nonresident school age children who are living in or assigned to an institution for the care or training of children located within the district will be enrolled in district schools. The district and the institution in which the student is placed should develop a written agreement for the provision of educational services.

The district will provide transportation to such students attending district schools.

The Business Office will be responsible for billing for tuition fees for such students.

For students in institutions located in the district who are attending district schools and are suspected or identified as eligible students relative to special education services, the district is responsible for the following:

1. Providing the student with an appropriate program of special education and training consistent with laws and regulations.
2. Maintaining contact with the home district of the student to keep that district informed of its plans for educating the student and seeking the advice of the district with respect to the student.

The district and the student's home district may develop a written agreement for an arrangement of educational and procedural responsibilities, in accordance with law. The agreement must be approved by the Department of Education, after notice to and an opportunity for comment by the parents/guardians of the student.

Students Experiencing Educational Instability

The district will immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation. (Pol. 200, 251)

Children of Military Families

The district will facilitate the timely enrollment and permit advanced enrollment of children of active duty military families in this district, in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy. (Pol. 254)

When military personnel who are parents/guardians of a student are deployed and the student lives with relatives or family friends who are district residents for the period of deployment, the student will be enrolled in district schools.

The district resident is presumed to be supporting the child gratis, and no tuition will be charged.

Tuition Students

For purposes of this regulation, the term tuition means the per diem overhead cost per student computed on the same basis as tuition charges to other school districts, in accordance with state law.

The monthly tuition charge for nonresident students will be based on the number of scheduled student days in each month, and there will be no deduction in charges because of students' absences.

Prospective Residents

Prospective residents presenting an Agreement of Sale or lease/rental agreement including expected occupancy not exceeding 30 calendar days from the date of entry may enroll their child in district schools in accordance with the following:

1. Payment of tuition in advance for the entire period of attendance up to the date of occupancy. Tuition may be refunded for a period of attendance not exceeding two (2) months prior to the date of occupancy.
2. Ten (10) days' enrollment in a calendar month will constitute a full month for tuition calculation. Less than ten (10) days' enrollment in a calendar month will require one-half (1/2) tuition cost for the month.
3. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.
4. Once settlement occurs and the parents/guardians physically move into the district, a deed or settlement agreement must be presented to the district as proof of occupancy.

~~Prospective parents/guardians presenting a lease/rental agreement indicating expected occupancy within the district not exceeding two (2) months from the date of entry may enroll their child in district schools in accordance with the following:~~

- ~~1. Payment of tuition in advance for the entire period of attendance up to the date of occupancy. Tuition may be refunded for a period of attendance not exceeding two (2) months prior to the date of occupancy.~~
- ~~2. Ten (10) days' enrollment in a calendar month will constitute a full month for tuition calculation. Less than ten (10) days' enrollment in a calendar month will require one-half (1/2) tuition cost for the month.~~
- ~~3. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.~~
- ~~4. Once occupancy occurs, the parents/guardians will present documentation containing the rental address, such as a driver's license, motor vehicle registration, or voter registration.~~

Former Residents

Regularly enrolled students, in grades kindergarten (K) through eleven (11) may be permitted to finish the current trimester with advanced payment of tuition at a reduced rate and in the manner set forth in this policy, in accordance with the following:

1. Legal parents/guardians submit a written request prior to moving from the district to District Enrollment with valid written documentation of the student's new residence outside the district.
2. Approval may be granted by the Superintendent or designee only upon receipt for the trimester.
3. Tuition at a reduced rate would be paid for the days of attendance.
4. Parents/Guardians will assume full responsibility for transportation of the student.
5. The student will not be permitted to remain for the subsequent trimester.

Regularly enrolled students, in grade twelve (12) whose parent(s)/guardian(s) have moved out of the school district during the first trimester, may be permitted to finish the current trimester with advanced payment of tuition at a reduced rate and in the manner set forth in this policy, in accordance with the following:

1. Legal parents/guardians submit a written request prior to moving from the district to District Enrollment with valid written documentation of the student's new residence outside the district.
2. Approval may be granted by the Superintendent or designee only upon receipt for the trimester.
3. Tuition at a reduced rate would be paid for the days of attendance.
4. Parents/Guardians will assume full responsibility for transportation of the student.
5. The student will not be permitted to remain for the subsequent trimester.

Regularly enrolled students, in grade (12) whose parents/guardians have moved out of the school district during the second (2nd) trimester, may be permitted to finish the trimester with advanced payment of tuition at a reduced rate and in the manner set forth in this policy, in accordance with the following:

1. Legal parents/guardians submit a written request prior to moving from the district to District Enrollment with valid written documentation of the student's new residence outside the district.
2. Approval may be granted by the Superintendent or designee only upon receipt for the trimester.
3. Tuition at a reduced rate would be paid for the days of attendance.
4. Parents/Guardians will assume full responsibility for transportation of the student.
5. If at the end of the second trimester the student is in good academic, behavior and attendance standing, the student may be permitted to complete his/her third trimester without the payment of tuition.
6. Should the student not graduate at the conclusion of the school year, he/she will not be permitted to remain for the following or school year.

Those former residents who fail to seek and obtain approval or produce advance tuition payments under this policy will be handled in accordance with Board Policy 200, Enrollment in District, 200-AR, Enrollment of Students, 200-AR-1, Student Classifications for Enrollment and 200-AR-2, Residency Investigations. Retroactive agreements will not be permitted.[8]



Book	Policy Manual
Section	600 Finances
Title	General Fund Vs. Capital Fund Expenditure Guidance Process to Proceed with Expenditures
Code	622-AR-2
Status	Up For Revision
Last Revised	May 14, 2015
Last Reviewed	March 18, 2024

The Dallastown Area School District will regard projects as CAPITAL when all of the following criteria are met:

1. Assets purchased, built or leased that have a useful life of more than one year and significantly improves the building/location.
2. For the purchase of an asset, the cost (including installation) is more than the current bid threshold, as determined by the PA Dept. of Labor & Industry.
3. For repair or renovation, the cost is more than the current bid threshold, as determined by the PA Dept. of Labor & Industry and prolongs the life of the asset.

Other considerations:

1. REPAIR is an expenditure that keeps the property in ordinary operating condition. The cost of the repair does not add value or prolong the life of an asset. All repair expenditures, regardless of cost, will be charged to the General Fund.
2. IMPROVEMENTS are expenditures for additions, alterations and renovations that have significant impact and appreciably prolong the life of an asset, materially increase its value or adapt it to a different use. Improvement of this nature will be charged to the Capital Reserve Fund.

Examples of Repairs vs. Improvements

Repairs = General Fund

- Cost is less than the current bid threshold, as determined by the PA Dept. of Labor & Industry
- Property maintenance or repair such as sidewalk repair, patching or repaving driveways
- Replacement of equipment parts to keep equipment in normal operating condition
- Existing building repairs and replacements such as lighting, flooring, carpet and routine maintenance
- Replacement of small sections of wiring, pipes or light fixtures, doors, hardware

- Patching walls or painting
- Cleaning drapery, carpet, furniture

Improvements = Capital Reserve Fund

- Cost is greater than the current bid threshold, as determined by the PA Dept. of Labor & Industry
- Property rebuilding or major replacement
- Replacement of equipment
- Building improvements that have significant impact such as replacement of wireless access points, a chiller, mechanical, electrical, plumbing
- Installation of floor, walls, roof, etc.
- New driveway or major repair

Note: The purpose of this document is to establish guidance on which fund to use when expensing maintenance items. It is not appropriate to use this guidance when determining whether an item is capitalized and depreciated because those thresholds are higher. Please see Policy 622 for information regarding capitalization and depreciation.

PROCESS TO PROCEED WITH EXPENDITURES

Repairs (General Fund): Assumed approved when the annual budget is approved.

Improvements (Capital Reserve): All items will be brought to the ~~full~~ Board of Directors for approval ~~(after recommendation by the Building & Grounds Committee).~~