



Dallastown Area School District

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

TO: DASD Policy Committee
FROM: Dr. Erin Heffler, Assistant Superintendent
DATE: August 2026
RE: Policies for Consideration and Public Review

Accompanying this memo are seven (7) Policies and two (2) Administrative Regulations that were discussed by the DASD Policy Committee on August 4, 2026.

POLICY/OPERATING GUIDELINE ITEMS

Policy Number	Policy Title	Revision Purpose
140	<i>Charter Schools</i>	Recommended for legal liability purposes - updated to provide clarification pertaining to the requirement of the school district to provide transportation to charter school students and the district's responsibilities.
221	<i>Dress and Appearance</i>	Mandated - updated due to the passage of Act HB439
236.1	<i>Threat Assessment</i>	Recommended - for legal liability purposes; updated after new requirements were added to PA School Code - 24.P.S. Sec. 1302-E regarding the established procedures for threat assessment teams.
432	<i>Working Periods</i>	Recommended - minor update of adding language to refer to state law, 24 P.S. Sec. 133.
619	<i>District Audit</i>	Recommended - for legal liability purposes; updated to reflect the shift of audit responsibility from the Auditor General's Office back to PDE.
716	<i>Integrated Pest Management</i>	Recommended - for legal liability purposes; updated to provide additional context regarding requirements for integrated pest management.
810	<i>Transportation</i>	Mandated - updated to provide clarification pertaining to the requirement of the school district to provide transportation to charter school students and the district's responsibilities.

218.1-AR-0	<i>Possession of Weapons, Replicas, and Look-Alikes for Educational Purposes</i>	New
807-AR-0	<i>Flag Display and Half-Staff Procedures</i>	New

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Policy 140 — Charter Schools

Printed 6/30/2026

Policy Number 140
Title Charter Schools
Version v1 · 6/25/2026 · DRAFT

Charter Schools

Purpose

In order to provide students, parents and community members an opportunity to establish and maintain schools that operate independently from this school district, the Board shall evaluate applications submitted for charter schools located within the district, in accordance with the requirements of Act 22 of 1997 and those established by this Board.^[1]

The Board shall work cooperatively with individuals and groups submitting proposals and applications for charter schools.

Definitions

Appeal Board means the State Charter School Appeal Board established by the Charter School Law.^[2]

Board of Trustees of a charter school shall be classified as public officials.^[3]

Charter School means an independent, nonsectarian public school established and operated under a charter from the local Board of School Directors and in which students are enrolled or attend. A charter school must be organized as a public, nonprofit corporation; and charters may not be granted to any for-profit entity nor to support home schooling programs.^{[2][3][4]}

Local Board of Directors (Board) means the Board of Directors of the school district in which a proposed or approved charter school is located.^[2]

Regional Charter School means an independent public school established and operated under a charter from more than one local Board of School Directors and approved by an affirmative vote for a majority of all Board members of each of the school districts involved.^{[2][5]}

Appeal Board means the State Charter School Appeal Board established by the Charter School Law.

The **Board of Trustees** of a charter school shall be classified as public officials.[\[3\]](#)

Authority

The Board shall ensure that each charter school application provides appropriate assurances of compliance with the requirements of the Charter School Law and any additional requirements established by the Board.[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board shall evaluate submitted applications for charter schools based on the criteria established by law and any additional criteria as determined by the Board.[\[4\]](#)

A charter school application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of the Sunshine Act. Written notice of the Board's decision shall be sent to the applicant, Department of Education and the Appeal Board, including reasons for denial and a clear description of application deficiencies if the application is denied. The Board shall evaluate denied applications that are revised and resubmitted.[\[4\]](#)[\[9\]](#)

Upon approval of a charter application, the Board and the charter school's Board of Trustees shall sign the written charter, which shall be binding on both parties. The charter shall be for a period of three (3) to five (5) years and may be renewed for five-year periods by the Board.[\[10\]](#)

The Board may approve a leave of absence for up to five (5) years for a district employee to work in a charter school located in the district of employment or in a regional charter school in which the employing district is a participant, and the employee shall have the right to return to a comparable position in the district. The Board at its discretion may grant tenure to a temporary professional employee on leave from this district to teach in a charter school located in the district, upon completion of the appropriate probation period.[\[11\]](#)

The Board shall annually assess whether each charter school is meeting the goals of its charter and shall require each charter school to submit an annual report no later than August 1 of each year.[\[7\]](#)[\[12\]](#)

The Board shall conduct a comprehensive review prior to granting a five-year renewal of the charter.[\[12\]](#)

The Board shall have ongoing access to the records and facilities of the charter school to ensure that the charter school is in compliance with its charter, Board policy and applicable laws.[\[12\]](#)

In cases where the health or safety of the charter school's students, staff or both is at serious risk, the Board may take immediate action to revoke a charter.[\[13\]](#)

The Board affirms that the Board of Trustees and the charter school shall be solely liable for any and all damages and costs of any kind resulting from any legal challenges involving the operation of charter school. The local Board of Directors shall not be held liable for any activity or operation related to the program of a charter school.[\[14\]](#)

A charter school shall execute a "hold harmless" agreement indemnifying and insuring/agreeing to defend the school district in any and all kinds of liability areas so that the local school district and School Board is protected in any litigation related to the operation of a charter school.

Delegation of Responsibility

Applications for charter schools shall be submitted to the Superintendent or designee, who shall be responsible for communicating and cooperating with all applicants.

The Superintendent or designee shall be responsible to assist applicants with plans for technical assistance and contracted services which may be provided by the school district.

Guidelines

A charter school shall be subject to all federal and state laws prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services.[\[8\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

A charter school shall submit monthly enrollment figures and other required reports to the district, as stated in the charter.

Transportation

The district shall provide transportation to resident students attending a charter school located in the district, a regional charter school of which the district is a member, and a charter school located within ten (10) miles outside the district boundaries, **in accordance with distance requirements established for district students. Transportation provided to charter school students need not be identical to transportation provided to traditional public school students.** [\[22\]](#)[\[13\]](#)[\[14\]](#)

Transportation shall be provided to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to the district students on those days.[\[13\]](#)

Applications

Applications for charter schools must contain all the information specified in the Charter Schools Law and any additional information required by the Board.[\[4\]](#)[\[23\]](#)

Applications for charter schools shall be submitted to the Board by November 15 of the **school year** preceding **the** school year in which the school will be established.

Within forty-five (45) days of receipt, the Board shall hold at least one (1) public hearing on the charter application, in accordance with the **Sunshine Act**.[\[9\]](#)

At least forty-five (45) days must pass between the first public hearing and the final decision of the Board. No later than **seventy-five** (75) days after the first public hearing, the Board shall grant or deny the application.

Insurance/Risk Management

The charter school shall adequately protect against liability and risk through an active risk management program approved by the Board. The program shall include proof of purchase of insurance coverages as required by the Board.

Minimum coverages and levels of appropriate coverages shall be established in the charter.

A charter school shall operate in a manner that minimizes the risk of injury and harm to students, employees and others.

Footnotes

[1] 24 P.S. 1702-A
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[2] 24 P.S. 1703-A
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[3] 24 P.S. 1715-A
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[4] 24 P.S. 1717-A
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[5] 24 P.S. 1718-A
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[6] 22 PA Code 4.12
pacodeandbulletin.gov [View source](#) 
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[7] 22 PA Code 4.13
pacodeandbulletin.gov [View source](#) 
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[8] 22 PA Code 4.4
pacodeandbulletin.gov [View source](#) 
pacodeandbulletin.gov

[9] 65 Pa. C.S.A. 701
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[10] 24 P.S. 1720-A
palegis.us [View source](#) 
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[11] 24 P.S. 1724-A
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[12] **24 P.S. 1728-A**
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[13] **24 P.S. 1729-A**
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[14] **24 P.S. 1727-A**
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[15] **24 P.S. 1310**
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[16] **20 U.S.C. 1400**
law.cornell.edu [View source](#) 
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[17] **29 U.S.C. 794**
law.cornell.edu [View source](#) 
law.cornell.edu

[18] **34 CFR 104.37**
law.cornell.edu [View source](#) 
law.cornell.edu

[19] **42 U.S.C. 12101**
law.cornell.edu [View source](#) 
law.cornell.edu

[20] **Pol. 103**
Policy Reference *Policy reference not found*

[21] **Pol. 103.1**
Policy Reference *Policy reference not found*

[22] **24 P.S. 1726-A**
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[23] **24 P.S. 1719-A**
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**Policy 221 — Dress and Appearance**

Printed 8/5/2026

Policy Number 221
Title Dress and Appearance
Version v1 · 8/5/2026 · DRAFT

Dress and Appearance

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. [\[1\]](#)[\[2\]](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student. [\[2\]](#)

The Board directs compliance with Board policy and law prohibiting discrimination including but not limited to protections addressing grooming and dress. [43P.S. 951 et seq][Pol. 103]

The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with applicable laws, Board policy, or school rules related to dress and grooming. [\[3\]](#)

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.^[2]

Staff members shall be ~~instructed~~ **expected** to demonstrate, by example, positive attitudes and compliance with Board policy and school rules related to dress and grooming. ^[4] ^[5] ^[6]

Footnotes

[1] 24 P.S. 1317.3

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Legal Reference

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[2] 22 PA Code 12.11

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pacodeandbulletin.gov

Legal Reference

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[3] Pol. 251

Policy Reference

[Open policy](#) 

[4] Pol. 325

Policy Reference

[Open policy](#) 

[5] Pol. 425

Policy Reference

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[6] Pol. 525

Policy Reference

[Open policy](#) 


Policy 236.1 — Threat Assessment

Printed 8/5/2026

Policy Number 236.1
Title Threat Assessment
Version v1 · 8/5/2026 · DRAFT

Threat Assessment

Purpose

The **Dallastown Area School District** Board of School Directors is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.^[1]

Authority

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.^[1]

The established procedures must include protocols for the timely consultation between the team and law enforcement, juvenile justice agencies, county agencies, health care providers or behavioral service providers, as appropriate, to refer students whose behavior indicates a potential threat for additional interventions or supports, including the exchange of relevant information in accordance with federal and state law.^{[1][2][3]}

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.^[2]

~~**Bias** — the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.~~

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a district threat assessment team and individuals to a threat assessment team at each school building in the district. [\[1\]](#)

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team. [\[1\]](#)

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education; behavioral health professionals; suicide prevention coordinators and/or members of the crisis response/crisis intervention team; and school administration. [\[1\]](#) [\[3\]](#)

The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment and response support.

The Superintendent or designee shall develop and implement administrative guidelines to support the threat assessment process.

Guidelines

Training

The School Safety and Security Coordinator or designee shall ensure that threat assessment team members are provided individual and/or group training annually on: [\[1\]](#)

1. Youth suicide awareness, prevention and response. [\[3\]](#)
2. Responsibilities of threat assessment team members.
3. Process of identifying, reporting, assessing, responding to and intervening with threats.
4. Identifying and avoiding racial, cultural or disability bias. [\[4\]](#) [\[5\]](#)
5. Confidentiality requirements under state and federal laws and regulations, and Board policies. [\[6\]](#) [\[7\]](#) [\[8\]](#) [\[9\]](#) [\[10\]](#)

~~Youth suicide awareness, prevention and response.~~ [\[3\]](#)

6. Trauma-informed approach.
7. Positive behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy. [\[1\]](#) [\[7\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#) [\[16\]](#)

Information for Students, Parents/Guardians and Staff

The district shall annually notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods. [\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians. [\[1\]](#) [\[3\]](#) [\[4\]](#) [\[17\]](#) [\[18\]](#) [\[19\]](#)

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team. [\[1\]](#) [\[3\]](#) [\[4\]](#) [\[17\]](#) [\[19\]](#)

The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee. ^[7] ^[13]

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. ^[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others. ^[1] ^[7]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy. ^[1] ^[3]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps: ^[1]

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration. ^[1] ^[7]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy. ^[1] ^[20] ^[21]

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment. [\[4\]](#) [\[17\]](#)
2. Bullying/Cyberbullying. [\[19\]](#)
3. Suicide Awareness, Prevention and Response. [\[3\]](#)
4. Hazing. [\[22\]](#)
5. Dating Violence. [\[23\]](#)

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy. [\[24\]](#)
4. Where appropriate, convening the appropriate team to assist and/or address the situation that is in the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team or others. [\[5\]](#) [\[6\]](#) [\[25\]](#) [\[26\]](#) [\[27\]](#) [\[28\]](#)

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding with each law enforcement agency having jurisdiction over school property, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.^[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:^[1]

1. A referral to the Student Assistance Program.^[6]
2. A referral to the appropriate law enforcement agency.^[7]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.^{[5] [25] [28]}
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.^{[25] [26] [27] [28]}
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.^[5]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.^[29]

7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct. [\[30\]](#) [\[31\]](#) [\[32\]](#) [\[33\]](#)
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat. [\[7\]](#) [\[34\]](#)

School Safety and Security Incident Reporting –

For reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code. [\[35\]](#)[\[36\]](#)[\[37\]](#)

When a reported threat also meets the definition of an incident, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with law enforcement and Board policies. [\[30\]](#) [\[35\]](#)[\[36\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. [\[36\]](#)[\[41\]](#)

Students With Disabilities – (As defined in policy 113)

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The

district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records. [8] [10] [42] [43] [44] [45]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy. [3] [5] [6] [8] [10] [25]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations: [1]

1. Student health records. [46] [47]
2. Prior school disciplinary records. [8] [10] [48]
3. Records related to adjudication under applicable law and regulations. [48] [49] [50] [51] [52] [53]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law. [1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations. [\[3\]](#) [\[6\]](#) [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[19\]](#) [\[42\]](#) [\[44\]](#) [\[48\]](#) [\[54\]](#)

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations. [\[9\]](#) [\[55\]](#) [\[56\]](#) [\[57\]](#) [\[58\]](#)

Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include: [\[1\]](#)

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices. [\[1\]](#)

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and any additional information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee. [\[1\]](#) [\[59\]](#)

Footnotes

[1] 24 P.S. 1302-E

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Legal Reference

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[2] 24 P.S. 1301-E

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Legal Reference

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[3] Pol. 819

Policy Reference

[Open policy](#) 

[4] Pol. 103

Policy Reference

[Open policy](#) 

[5] Pol. 103.1

Policy Reference

[Open policy](#) 

[6] Pol. 236

Policy Reference

[Open policy](#) 

[7] Pol. 805

Policy Reference

[Open policy](#) 

[8] Pol. 113.5

Policy Reference

[Open policy](#) 

[9] Pol. 207

Policy Reference

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[10] Pol. 216

Policy Reference

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[11] 24 P.S. 1205.2

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Legal Reference

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[12] 24 P.S. 1205.5

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Legal Reference

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[13] **Pol. 249**
Policy Reference [Open policy](#) 

[14] **Pol. 333**
Policy Reference [Open policy](#) 

[15] **Pol. 433**
Policy Reference [Open policy](#) 

[16] **Pol. 533**
Policy Reference [Open policy](#) 

[17] **Pol. 104**
Policy Reference [Open policy](#) 

[18] **Pol. 105.1**
Policy Reference [Open policy](#) 

[19] **Pol. 249**
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[20] **23 Pa. C.S.A. 6311**
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[21] **Pol. 806**
Policy Reference [Open policy](#) 

[22] **Pol. 247**
Policy Reference [Open policy](#) 

[23] **Pol. 252**
Policy Reference [Open policy](#) 

[24] **Pol. 226**
Policy Reference [Open policy](#) 

[25] **Pol. 113**
Policy Reference [Open policy](#) 

[26] **Pol. 113.1**
Policy Reference [Open policy](#) 

[27] **Pol. 113.2**
Policy Reference [Open policy](#) 

[28] **Pol. 113.4**
Policy Reference [Open policy](#) 

[29] **Pol. 146**
Policy Reference [Open policy](#) 

[30] **Pol. 218**
Policy Reference [Open policy](#) 

[31] **Pol. 218.1**
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[32] **Pol. 218.2**
Policy Reference [Open policy](#) 

[33] **Pol. 233**
Policy Reference [Open policy](#) 

[34] **Pol. 709**
Policy Reference [Open policy](#) 

[35] **24 P.S. 1319-B**
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[36] **22 PA Code 10.2**
pacodeandbulletin.gov
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[37] **35 P.S. 780-102**
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[38] **24 P.S. 1306.2-B**
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[39] **22 PA Code 10.21**
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Legal Reference

[40] **22 PA Code 10.22**
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Legal Reference

[41] **Pol. 113**
Policy Reference [Open policy](#) 

[42] **20 U.S.C. 1232g**
uscode.house.gov
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Legal Reference

[43] **20 U.S.C. 1415**
uscode.house.gov
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Legal Reference

[44] **34 CFR Part 99**
ecfr.gov
ecfr.gov [View source](#) 
Legal Reference

[45] **34 CFR Part 300**
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[46] **24 P.S. 1409**
palegis.us
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[47] **Pol. 209**
Policy Reference [Open policy](#) 

[48] **Pol. 216.1**
Policy Reference [Open policy](#) 

[49] **24 P.S. 1304-A**
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[50] **24 P.S. 1305-A**

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[51] **24 P.S. 1307-A**

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[52] **42 Pa. C.S.A. 6341**

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[53] **Pol. 218.3**

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Policy Reference

[54] **24 P.S. 1304-D**

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Legal Reference

[55] **22 PA Code 12.12**

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[56] **42 Pa. C.S.A. 5945**

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[57] **42 Pa. C.S.A. 8337**

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[58] **42 CFR Part 2**

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[59] **24 P.S. 1309-B**

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Legal Reference


Policy 432 — Working Periods

Printed 6/30/2026

Policy Number 432
Title Working Periods
Version v1 · 6/25/2026 · DRAFT

Working Periods

Purpose

Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district.

Authority

The Board has the authority and responsibility to determine the hours and days during which educational programs and services shall be available to students and the community.^{[1][2][3][4]}

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the state law, administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.^{[3][5][6][REF 24.P.S. Sec.133]}

Guidelines

The Superintendent shall develop administrative procedures whereby the following work schedules for professional employees shall be adhered to:

1. Teachers shall remain at the school after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.
2. Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.^[2]
3. Employees may leave the school building during their lunch period upon notification to the principal or his/her designee.

During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal which duties shall wherever possible be equitably distributed.

All teaching staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor.

Any conflicts between this policy and any collective bargaining agreement that may exist for professional employees shall be reported to the Superintendent when such conflict arises.

Footnotes

[1] 24 P.S. 510
palegis.us [View source](#) 
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[2] 24 P.S. 1504
palegis.us [View source](#) 
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[3] Pol. 803 *Policy reference not found*
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[4] Pol. 804 *Policy reference not found*
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[5] 24 P.S. 520.1
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[6] Pol. 805 *Policy reference not found*
Policy Reference



Policy Number 619
Title District Audit Public
Version v1 · 6/25/2026 · DRAFT

District Audit Public

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 Board of Directors will review the need for an auditor rotation 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 district must submit an annual financial report according to the guidelines from the Pennsylvania Department of Education each year. [\[8\]](#)[\[9\]](#)

The Superintendent, 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 submitted in the annual financial report was is not deemed materially consistent with the audited financial statements, the district shall submit a revised annual financial report no later than December 31.^[7]^[8]^[9]

Footnotes

[1] 24 P.S. 408
palegis.us [View source](#) 
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[2] 24 P.S. 2401
palegis.us [View source](#) 
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[3] 65 P.S. 67.701
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dced.state.pa.us

[4] Pol. 801 *Policy reference not found*
Policy Reference

[7] 24 P.S. 218
palegis.us [View source](#) 
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[8] 24 P.S. 2441
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[9] 24 P.S. 437
palegis.us [View source](#) 
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[10] 24 P.S. 2408
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Policy 716 — Integrated Pest Management

Printed 6/30/2026

Policy Number 716
Title Integrated Pest Management
Version v1 · 6/25/2026 · DRAFT

Integrated Pest Management

Purpose

The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)[\[2\]](#)

Definitions

Integrated Pest Management (IPM) is the managed ~~coordinated~~ use of combined pest control alternatives, including cultural, mechanical, biological and chemical to most effectively prevent or reduce to acceptable levels damage caused by pests.[\[1\]](#) ~~and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long term solutions.~~

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[4\]](#)

Authority

The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[5\]](#)[\[6\]](#)

The Board shall adopt an ~~Integrated Pest Management~~ Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.^[4]

The Board shall designate an employee to facilitate IPM for the district. The designated employee will be referred to as the district's IPM Coordinator or as otherwise specified at the district.

Delegation of Responsibility

The Superintendent or designee shall be responsible to implement ~~IPM integrated-pest management Plan procedures~~ and to coordinate communications between the district and the approved contractor.

The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.^[4]

Appropriate personnel involved in making decisions relative to pest management shall participate in ~~update periodic~~ training, ~~as needed~~.

Guidelines

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

An IPM ~~Plan~~ shall include the education of staff, student and the public about IPM policies and ~~procedures. integrated-pest management decision shall consist of the following five (5) steps:~~

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

When pesticide applications are scheduled for district ~~in-school~~ buildings and on school grounds, the district shall provide notification **at least seven-two (72) hours in advance** in accordance with law, including:^[4]

1. Posting a pest control sign in an appropriate area, **at the place to be treated. The sign shall remain in place for at least two (2) days following each planned treatment.**
2. Providing the pest control information sheet to all individuals working in the **affected** school building.
3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.^[4]

The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.^[4]

Footnotes

[1] 22 PA Code 4.12
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[2] Pol. 102 *Policy reference not found*
Policy Reference

[4] 24 P.S. 772.1
palegis.us [View source](#) 
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[5] 3 P.S. 111.21
palegis.us [View source](#) 
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[6] 7 PA Code 128.1
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Policy 810 — Transportation

Printed 8/5/2026

Policy Number 810
Title Transportation
Version v1 · 8/5/2026 · DRAFT

Transportation

Purpose

Transportation for students shall be provided in accordance with law and the following guidelines.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.^[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.^[1]

Authority

The Dallastown Area School District shall contract for school bus services for transportation to and from school at regularly scheduled hours and for field trips, cocurricular and extracurricular activities, and interscholastic athletics.^{[2][3][4][5][6][7][8][9]}

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.^{[2][3][10]}

The Board is responsible for providing transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.^{[3][11]}

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.^{[12][13][14][15][16]}

The Board shall provide free transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law. Transportation provided to charter school students need not be identical to transportation provided to traditional public school students.^{[2][4][10][17][18][19]}

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.^{[18][19]}

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.^{[20][21]}

The general policy for students who are eligible for district transportation is as follows:

1. Secondary students residing two (2) miles or more from the school they attend, and elementary students residing one and one-half (1½) miles or more from the school they attend, will be eligible for district transportation. Exceptions to this policy may be made by the Board where traffic, road and weather conditions make walking hazardous.
2. Resident students who are lawfully enrolled in nonprofit, nonpublic schools located within the school district boundaries or not more than ten (10) miles outside the district boundaries by the nearest public highway.

Delegation of Responsibility

The Superintendent or his/her designee shall be responsible for establishing bus stop locations and developing bus schedules to be presented for approval by the Board. The stop locations and bus schedules will be designed with the safety of the student given the highest priority. The next consideration in establishing bus stop locations and bus schedules will be that of providing for an economical schedule. When possible, the convenience of the students will be considered as an important factor in establishing bus stop locations and bus schedules.

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[21\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where passengers load and unload.[\[22\]](#)[\[23\]](#)

The school bus driver shall be responsible for the discipline of students while they are being transported. The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation. Student conduct on school buses will be maintained in a manner that the safety of all students is assured. A student will not be permitted to behave in a manner whereby his/her own life or the life of another student is endangered. Student conduct will be such that the driver is not ~~distracted detracted~~ from the function of driving. Extreme or excessive cases of misconduct may involve the exclusion of the student's transportation privileges for a period of time. The student's parent/guardian will be notified by the administration when the student's bus riding privilege has been denied.[\[6\]](#)

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The Superintendent or his/her designee shall be responsible for establishing and maintaining a safe and efficient transportation program. This will include, but not be limited to, the following:

1. Providing instructional materials so that students can be instructed in their classroom on the need for observing all safety rules and bus regulations.
2. Administering the school bus emergency evacuation drills according to adopted Board policy.
3. Maintaining records and making required reports regarding school transportation.[\[4\]](#)[\[6\]](#)
4. Distributing rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[6\]](#)

Guidelines

Field Trips

The Board believes that education does not occur only in the classroom, but can be enriched by the utilization of field trips. Therefore, the Board authorizes the use of buses for the purpose of providing transportation for administration approved field trips. All field trips are to be correlated with the school curriculum, and well articulated, kindergarten through high school, to ensure a variety of graduated type experiences. When scheduling field trips, the administration will consider the conservation of fuel, the time students will spend in transportation to and from the activity and prior exposures that the student may have had to related activities. [24]

Transporting Students in Personal Vehicles

Reimbursement:

Employees shall not be required to use their own vehicles to drive students to activities which take place away from the school building. On a voluntary basis, students can be transported to activities with the advance approval of the building principal or immediate supervisor and with driver record clearance through the PA Department of Motor Vehicles. Clearances are run through the district's Business Office. The rate of reimbursement shall be at the allowable rate established by the Internal Revenue Service (IRS).

Insurance:

Per the PA Vehicle Code, the employee's personal auto policy would be primary and school district's policy would be excess; therefore, if there is a loss, the employee's policy would respond first and then Dallastown's policy would respond if the employee's limits are exhausted. Employees who drive to school and park on the school grounds or who use their own vehicles in performance of school duties shall, on request, provide the district with insurance certificates showing liability and property coverage in minimum amounts as required by the Commonwealth of Pennsylvania for financial responsibility.

The district shall arrange for and maintain appropriate liability insurance to cover all damages, losses and expenses incurred by a teacher against whom any action shall be brought for any act or omission arising out of the authorized use of his/her own automobile in the performance of school duties above and beyond the employee's liability limits listed above.

Reimbursement for Travel Expenses:

Employees required in the course of their normal work day to drive personal automobiles from one school building to another shall be reimbursed at the allowable rate established by the Internal Revenue Service (IRS). The same allowance shall be given for use of personal car for

field trips or other business of the district, with prior written approval from principal/supervisor with the exception of professional employees who travel as a function of his/her job.

Cocurricular and Extracurricular Activities and Interscholastic Athletics

The Board feels that good cocurricular and extracurricular activities and interscholastic athletic programs are vital to the well-rounded education of the student. In order to provide a maximum opportunity for participation in such activities, the Board will provide activity buses to service the major population areas of the community. The activity buses and the activities for which they are providing services will be scheduled in a manner that will provide maximum use of the activity bus by the students participating in the activities. [25] [26]

For any elementary school cocurricular or extracurricular activity requiring school bus transportation, the following guidelines regarding the number of chaperones shall apply:

1. Kindergarten to second grade: One (1) chaperone per five (5) students will be the maximum permitted.
2. Grades 3 to 5: One (1) chaperone per ten (10) students will be the maximum permitted.

At the secondary level, the number of chaperones shall be the number of coaches, advisors, or sponsors assigned to that event.

Any exceptions to the above statements must first be approved by the appropriate building administrator.

Emergency Drills

Two (2) school bus emergency evacuation drills shall be conducted each school year in compliance with the Pennsylvania Department of Education regulations. The first drill will be conducted during the first week of school and the second drill will be conducted in the month of March. [27] [28] [29]

The bus drivers shall be instructed as to their responsibilities for the drill. Building principals and/or teachers are responsible for instructing their students as to the evacuation procedures and student conduct.

Appropriate guidelines shall be prepared by the Superintendent or his/her designee for distribution to the bus drivers, principals and teachers.

Employee Clearances

A school bus driver will not be employed until s/he has complied with the mandatory background check requirements for criminal history, fingerprints, and child abuse and the district and contractor have evaluated the results of that screening process.[\[30\]](#)

Reports of Employee Crimes/Child Abuse

The district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.
2. Were charged with a crime deemed serious under the criteria established by law.[\[30\]](#)
3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers. [\[31\]](#) [\[32\]](#) [\[33\]](#)

The contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of the employees to make such a timely notification shall subject them to disciplinary action, including termination. [\[34\]](#) [\[35\]](#) [\[36\]](#)

If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information. [\[15\]](#) [\[16\]](#) [\[37\]](#) [\[38\]](#)

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law. [\[39\]](#) [\[40\]](#)

Footnotes

[1] 75 Pa. C.S.A. 102

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[2] 24 P.S. 1361

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[3] 24 P.S. 1362

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[4] 22 PA Code 23.1

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[5] 22 PA Code 23.2

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[6] 22 PA Code 23.4

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[7] Pol. 610

Policy Reference

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[8] Pol. 611

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[9] **Pol. 618**
Policy Reference [Open policy](#) 

[10] **24 P.S. 1726-A**
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[11] **67 PA Code 447.1**
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[12] **24 P.S. 1374**
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[13] **22 PA Code 23.3**
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[14] **Pol. 103**
Policy Reference [Open policy](#) 

[15] **Pol. 103.1**
Policy Reference [Open policy](#) 

[16] **Pol. 113**
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[17] **Pol. 140**
Policy Reference [Open policy](#) 

[18] **Pol. 140**
Policy Reference [Open policy](#) 

[19] **Pol. 251**
Policy Reference [Open policy](#) 

[20] **42 U.S.C. 11432**
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[21] **Pol. 251**
Policy Reference [Open policy](#) 

[22] **35 P.S. 4608**
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[23] **67 PA Code 212.101**
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[24] **Pol. 121**
Policy Reference [Open policy](#) 

[25] **Pol. 122**
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[26] **Pol. 123**
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[27] **24 P.S. 1517**
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[28] **75 Pa. C.S.A. 4552**
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[29] **Pol. 805**
Policy Reference [Open policy](#) 

[30] **24 P.S. 111**
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[31] **Pol. 303**
Policy Reference [Open policy](#) 

[32] **Pol. 404**
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[33] **Pol. 504**
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[34] **Pol. 317**
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[35] **Pol. 417**
Policy Reference [Open policy](#) 

[36] **Pol. 517**
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[37] **Pol. 210**
Policy Reference [Open policy](#) 

[38] **Pol. 210.1**
Policy Reference [Open policy](#) 

[39] **Pol. 113.5**
Policy Reference [Open policy](#) 

[40] **Pol. 216**
Policy Reference [Open policy](#) 

DRAFT


Policy 218.1-AR-0 — Possession of Weapons, Replicas, and Look-Alikes for Educational Purposes

 Printed
 7/9/2026

Policy Number 218.1-AR-0
Title Possession of Weapons, Replicas, and Look-Alikes for Educational Purposes
Version v1 · 7/9/2026

Possession of Weapons, Replicas, and Look-Alikes for Educational Purposes

PURPOSE

The purpose of this regulation is to establish a safe and controlled environment for the use of weapons, replicas, or look-alikes in a school setting. While the district maintains a "Zero Tolerance" policy toward unauthorized weapons, replicas, or look-alikes, it recognizes that programs such as JROTC Marksmanship, Archery in Physical Education, and Archery Clubs provide valuable educational and competitive opportunities. This regulation ensures these activities are conducted under rigorous supervision and in compliance with state and federal laws.

AUTHORITY

The Board of Education authorizes the Superintendent or their designee to approve the temporary possession and use of weapons or look-alikes solely for instructional or sanctioned extracurricular purposes. This authority is derived from the State Education Code, Board Policy, and Federal Gun-Free Schools Act.

PROCEDURE FOR APPROVAL

To ensure proper oversight, any staff member or advisor planning an event or curriculum involving these items must complete the following steps at least 10 business days prior to the start of the activity.

Required Action Steps

1. **Research and Compliance:** The advisor must verify that all equipment (e.g., air rifles, bows, blunted replicas) meets safety standards and that the proposed activity complies with both District safety manuals and relevant league or national governing body regulations (e.g., NASP for archery).
2. **Completion of Advisor Request Form:** A formal "Weapon/Look-Alike Usage Request Form" must be submitted to the Building Principal. This form must include:
 - The exact dates and times of the activity.
 - A detailed inventory of the items being brought onto campus.
 - The designated secure storage location for the equipment when not in use.
 - A roster of students participating and evidence of parental consent.

3. **Annual Planning Meeting with Administration, SRO or SSO, and Advisor(s):** The advisor must meet with the School Resource Officer (SRO) or School Safety Officer (SSO) to review the safety plan. This ensures law enforcement is aware of the presence of weapons and to verify that the plans to transport and store the items will be secure.

DRAFT



Policy Number 807-AR-o
Title Flag Display and Half-Staff Procedures
Version v1 · 8/5/2026

Flag Display and Half-Staff Procedures

Responsibility: Superintendent or Designee

This Administrative Regulation establishes the procedures by which District staff will implement Board Policy No. 807, Opening Exercises/Flag Displays. It assigns responsibilities, provides step-by-step guidance for daily flag operations and half-staff compliance, and identifies required observance dates.

I. Daily Flag Display – Outdoor Procedures

1. Each Building ~~s and Grounds designee~~ ~~Administrator~~ shall raise the U.S. flag on the building's exterior flagpole no later than the start of the school day.
2. The flag shall remain displayed until the end of the school day or ~~if properly lit, may be displayed after sunset~~ ~~lit if left up after sunset~~. All-weather flags may remain displayed during inclement weather.
3. The U.S. flag shall be given the position of superior prominence over any other flag displayed (e.g., to the flag's own right, or at the highest point if on grouped staffs).
4. Buildings ~~s and Grounds designee~~ ~~Administrators~~ shall inspect outdoor flags weekly for wear, fading, or damage. Worn flags shall be removed from service and delivered to the District Office for proper retirement. Replacement flags are requisitioned through the Superintendent's office.

II. Daily Flag Display – Indoor Procedures

1. Each classroom shall display a U.S. flag during every school day. Building ~~s and Grounds designee~~ ~~Administrators~~ are responsible for ensuring flags are present and properly displayed.
2. Indoor flags shall be placed to the speaker's right (audience's left) when at the front of a room, or in the position of prominence consistent with the National Flag Code.
3. Teachers shall report missing or damaged classroom flags to the Building Administrator, who shall arrange replacement within five (5) school days.

III. Half-Staff Procedures

1. **Monitoring.** The Superintendent's office shall monitor Presidential proclamations, Governor's orders, and statutory half-staff dates. Upon receiving or identifying a half-staff directive, the Superintendent's office shall notify all Building Administrators by email or phone within two (2) hours during school hours.

2. Lowering the Flag. Upon receiving notification, the Building ~~Administrator (or designee)~~ s and Grounds designee shall lower the flag to half-staff as follows: raise the flag briskly to the top of the staff, then lower it ceremoniously to the midpoint. At the end of the half-staff period, raise to the peak before lowering for the day.
3. State vs. Federal Half-Staff Conflicts.
 - a. When a Presidential proclamation and a Governor's order are both in effect simultaneously, the Superintendent's office shall apply the directive that requires the longer period of half-staff display. Flags shall remain at half-staff until the later of the two expiration dates.
 - b. If a Governor's order specifies dates or times that differ from a concurrent Presidential proclamation (e.g., the Governor extends a half-staff period beyond the federal directive, or orders half-staff for a state-specific occasion not covered by federal proclamation), the District shall comply with both directives. The Superintendent's office shall notify Building Administrators of both the federal and state requirements and clarify which dates/times apply to each.
 - c. If a conflict arises between a federal or Presidential proclamation and a state directive that cannot be resolved by applying paragraphs (1) or (2) above, the District shall consult its Solicitor for guidance before taking action.

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