Dallastown Area School District

From the Office of Dr. Erin Heffler
Assistant Superintendent

TO: DASD Policy Committee

FROM: Dr. Erin Heffler, Assistant Superintendent

DATE: November 2026

RE: Policies for Consideration and Public Review

Accompanying this memo are one (1) Policy, two (2) Administrative Regulations, and five (5) Policies and Administrative Regulations with no review dates that were discussed by the DASD Policy Committee on November 5, 2026.

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Policy/Operating Guideline Items

Policy Number	Policy Title	Revision Purpose
210	*Medications*	Revised - medication distribution for field trips

Administrative Regulations

121-AR-2	*Field Trip Permission Form*	Revised - medication distribution for field trips
121-AR-3	*District Field Trip Nursing Guidelines*	Revised - medication distribution for field trips

Policies and Administrative Regulations With No Review Date

342/442/542	*Jury Duty*	Reviewed and Revised - added reporting and receipt of payment information to 442 and 542 Created New - 342 to align with 442 and 542
437-AR	*Military Differential Compensation for Active Service*	Reviewed and Revised - per solicitor recommendation
533	*Professional Growth Guidelines*	Retire - per HR and solicitor recommendation
541	*Benefits for Regularly Employed Part-Time Personnel*	Reviewed and Revised - per solicitor recommendation
543	*Paid Holidays*	Retire - per HR and solicitor recommendation

BOARD POLICY

210 Medications

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
210	v1.5	DRAFT	11/6/2026

Proposed addition Proposed deletion

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Purpose

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

Definitions

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

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

Authority

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

1. Whenever possible, parents/guardians are requested to administer medication at home.

2. All prescription and nonprescription medications that are to be dispensed during school hours must be accompanied by a written authorization signed by the doctor and parents/guardians.

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

Delegation of Responsibility

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

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

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

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

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

Guidelines

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

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

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

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

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

Delivery and Storage of Medications

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

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

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

Nonprescription and ~~P~~prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).

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4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent Form, or other written communication from the licensed prescriber.

Disposal of Medications

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

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

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

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

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

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

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1. The parent/guardian has completed the section of the field trip consent form that addresses the administration of emergency medications.

2. The student has on file in the nurse's office authorization for administration of the medication that meets all the criteria established through Board Policy or Administrative Regulation.

3. The medication is currently located in a secure place within the school for use by the student.

4. The student will be responsible, on the day of the field trip, to obtain his/her medication from the school location to carry on the field trip. The nurse is responsible for verifying that the medication is properly labeled, verifying the student is able to state when the medication is to be taken and notifying the teacher that the student is carrying the medication.

5. The student is to return the medication to the nurse upon returning to the school unless they have brought approved medication from home for the field trip.

6. The specific requirements for the self-administration of an asthma inhaler, insulin, and an epinephrine auto-injector have been completed.

7. The student shall be made aware that the medication is intended for his/her use only and may not be shared with other students.

8. The student shall notify classroom teacher, nurse or other school employee supervising the field trip or school activity immediately following each use of self-administered medication.

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

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

1. Assigning school health staff to be available.

2. Utilizing a licensed person from the school district's substitute list.

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3. Contracting with a credible agency which provides temporary nursing services.

4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.

5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.

6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.

7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

8. Evaluation of the request of the parent/guardian of a student to appoint a temporary custodian for the administration of medication.

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

1. Requiring the parent/guardian to provide information regarding storage instructions for medication prior to an individual field trip or other school-sponsored activity.

2. Restricting the possession and storage of medication to assigned school health staff or appropriate designee or the student's temporary custodian for an individual field trip or other school-sponsored activity when the student does not have prior approval to self-administer medication.

"Hold Harmless" Policy

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

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Legal Footnotes

[1] **24 P.S. 510**
LEGAL REFERENCE

[2] **22 PA Code 12.41**
LEGAL REFERENCE

[3] **42 Pa. C.S.A. 8337.1**
LEGAL REFERENCE

[4] **Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities**
POLICY REFERENCE

[5] **Pol. 113 — Special Education**
POLICY REFERENCE

[6] **24 P.S. 1409**
LEGAL REFERENCE

[7] **Pol. 216 — Student Records**
POLICY REFERENCE

[8] **24 P.S. 1414.1**
LEGAL REFERENCE

[9] **Pol. 210.1 — Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors**
POLICY REFERENCE

[10] **Pol. 121 — Field Trips**
POLICY REFERENCE

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BOARD POLICY

121-AR-2 Field Trip Permission Form

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
121-AR-2	11/5/2026	v1.10	DRAFT

PRINTED
11/6/2026

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DESTINATION/DATE/TIMES

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

Trip Guidelines:

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

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

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DALLASTOWN AREA SCHOOL DISTRICT

(FULL NAME OF) SCHOOL

FIELD TRIP PERMISSION FORM/STUDENT INFORMATION

TEACHER_____

Student's Name:_____ Student's Address:_____

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

Student's Medications/Allergies/Other Conditions:_____

Will your child/student need medication administered during this trip? YES ☐ NO ☐

Please list medication(s) to be administered, dosage, and instructions:

_____

_____

_____

Student's Physician Name & Phone:_____

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

PARENTAL ACKNOWLEDGMENT OF RISK & HOLD HARMLESS AGREEMENT

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

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

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

_____ _____

Printed Name of Parent/Guardian **Signature of Parent/Guardian**

Please return this form by: _____

_____ **Date of Signature**

(Day of the week, Month, Date Year)

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

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

_____ _____

Printed Name of Parent/Guardian **Signature of Parent/Guardian**

Please return this form by: _____

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BOARD POLICY

121-AR-3 District Field Trip Nursing Guidelines

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
121-AR-3	11/5/2026	v1.8	DRAFT

PRINTED
11/6/2026

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The building principal shall promptly, no later than three (3) days in advance, notify the ~~"~~building health assistant and/or building certified school nurse~~" receive(s) notification~~ that a field trip (FT) is scheduled.

Upon receiving notification of a FT, t~~T~~he ~~"~~building health assistant and/ or building certified school nurse~~"~~ shall email the participating ~~email(s) the~~ teacher(s) to request a roster of the students ~~participating in~~attending the field trip.

The participating teacher(s) shall provide the final roster to the certified school nurse no later than two (2) weeks in advance of the trip. The certified school nurse will review the list to determine whether any of the students going on the FT receive medication during the school day, have an Individual Health Plan, or are permitted to self-administer emergency medication, or otherwise may require medical care during the field trip.

~~This list should be given to the "building health assistant and/ or building certified school nurse" at least two (2) weeks in advance of the trip. This provides time for the "building health assistant and/ or building certified school nurse" to review the list, contact the parent, contact the involved parties (substitute nurse list/ contracted nursing agency) if a "substitute nurse/ agency nurse" is required.~~

Should students attending the trip require the administration of medication during the day or otherwise have health needs that require medical care during the field trip, the certified school nurse shall determine if a school nurse is available to attend the field trip. If there is no school nurse available, the certified school nurse will then contact the parent/guardian of such students and inquire about the following:

1. Whether the daily medication can be given before or after the FT or missed on the day of the FT. The certified school nurse must receive written confirmation from the provider that a change in the time of administration of medication is permissible.

2. If the certified school nurse does not receive written confirmation that the medication administration timing can be changed or skipped on the day of the FT, the certified school nurse should ask the parent/guardian if they would like to accompany their child on the field trip, informing the parent/guardian of the need to provide the clearances/TB testing required of all chaperones.

3. If the parent/guardian cannot attend with their child, the certified school nurse should ask the parent/guardian if there is another responsible adult whom the parent/guardian would like to serve as the temporary custodian of the child while on the FT who is responsible for carrying the medication and administering it to the child.

4. If no substitutes are available, building certified school nurse contacts a m~~M~~edical s~~S~~taffing provider ~~Network via phone/email Patricia Reed (717-569-8751) PReed@crosscountry.com~~ and secures an ~~"~~agency nurse~~"~~ for the FT. The following information is emailed to the provider ~~Patricia Reed~~:

- Date of field trip
- Start time
- End time
- Purchase vs. pack individual lunch meal
- Dress code
- Destination
- Special activities (such as water activities, etc.)

~~The "building health assistant and/ or building certified school nurse" contact(s) the parents of the students that receive daily medications during the school day.~~

~~Inquire if the daily medication can be given before or after the FT or missed on the day of the FT (will need a provider note for this request).~~

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~~If a temporary hold or change is acceptable to the parent, inquire if the parent/guardian is able to obtain from the licensed prescriber a temporary order to change the time of dose.~~

~~If the parent states that their child cannot miss the daily medication or physician will not provide a temporary order to change the time of dose, then the "building health assistant and/ or building certified school nurse" next proceeds with contacting the substitute nursing staff to inquire about field trip availability.~~

~~"Building health assistant and/ or building certified school nurse" notifies substitute nurses via email/ phone of field trip medical needs.~~

SPECIAL CONSIDERATIONS:

1. Overnight Field Trips: District health assistant or certified school nurse to be offered this opportunity. Should a health assistant or certified school nurse not be available, the building certified school nurse contacts a medical staffing provider ~~Patricia Reed at MSN to arrange for an agency nurse (717-569-8751)~~.

2. In the event that an agency nurse is unavailable to cover a school-day field trip, the district lead nurse should be notified so that a district health assistant or certified school nurse can be assigned to cover the field trip. If the district nurse staffing is inadequate, the building principal will be contacted to consider canceling the field trip.

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BOARD POLICY

342 Jury Duty

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
342	11/5/2026	v1.4	DRAFT
WORKFLOW	**PRINTED**		
Administrative Review	11/6/2026		

Purpose

Administrative employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines. This policy is adopted in accordance with 42 Pa.C.S. § 4563, which prohibits employers from penalizing employees for jury service.

Guidelines

Should an employee be called for jury duty, the employee shall report dates of jury duty as soon as possible to the employee's immediate supervisor and the Human Resources Department.

Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from such duty that is in excess of actual expenses (e.g., travel, parking, and other out-of-pocket costs incurred in connection with jury service) shall be credited against such pay. Receipt of payment from jury duty needs to be submitted to the payroll department within two (2) weeks of return to work.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Employees must submit to their supervisor a record from the county of the number of days served.

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BOARD POLICY

442 Jury Duty

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
442	11/5/2026	v1.5	DRAFT

PRINTED
11/6/2026

Purpose

Professional employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines. This policy is adopted in accordance with 42 Pa.C.S. § 4563, which prohibits employers from penalizing employees for jury service.

Guidelines

Should an employee be called for jury duty, ~~s/he~~ the employee shall report ~~same~~ dates of jury duty as soon as possible to the ~~building principal~~ employee's immediate supervisor and the Human Resources Department.

Employees called for jury duty shall ~~normally~~ be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from such duty that is in excess of actual expenses (e.g., travel, parking, and other out-of-pocket costs incurred in connection with jury service) shall be credited against such pay. Receipt of payment from jury duty needs to be submitted to the payroll department within two (2) weeks of return to work.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Employees must submit to their supervisor a record from the county of the number of days served.

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BOARD POLICY

542 Jury Duty

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
542	11/5/2026	v1.5	DRAFT

PRINTED
11/6/2026

Purpose

Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines. This policy is adopted in accordance with 42 Pa.C.S. § 4563, which prohibits employers from penalizing employees for jury service.

Guidelines

Should an employee be called for jury duty, ~~s/he~~ the employee shall report ~~same~~ dates of jury duty as soon as possible to the employee's immediate supervisor and the Human Resources Department.

Employees called for jury duty shall ~~normally~~ be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from such duty that is in excess of actual expenses (e.g., travel, parking, and other out-of-pocket costs incurred in connection with jury service) shall be credited against such pay. Receipt of payment from jury duty needs to be submitted to the payroll department within two (2) weeks of return to work.

While on jury duty, employees are required to report daily their schedule for the following day.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

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Employees must submit to their supervisor a record from the county of the number of days served.

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BOARD POLICY

437-AR Military Differential Compensation for Active Service

POLICY NUMBER	REVISED	LAST REVIEWED	VERSION
437-AR	8/28/2026	11/5/2026	v1.5
DOCUMENT STATUS	**PRINTED**		
DRAFT	11/6/2026		

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For the purpose of this regulation, **Military Differential Compensation (MDC)** is defined as the deficit difference of a current Dallastown Area School District employee's contracted salary or wages less military compensation, entitlements, and, when applicable, unemployment compensation during the same period.

Eligible candidates must:

- Be a Dallastown Area School District employee in good standing (Satisfactory Evaluation).
- Submit a written request for differential compensation to the Superintendent within thirty (30) days of receiving military activation orders.
- Provide official documentation of all MDC received during active service.
- Agree in writing to work for the Dallastown Area School District for a minimum of one (1) year upon being deactivated or discharged, health permitting.

Note: Should a Reservist incur an injury while on active service that renders ~~him/her~~ them incapable of returning to district service within one (1) year of deactivation/discharge, the employee shall retain ~~his/her~~ their right to MDC for the active service period of time. Reservists who are involuntarily reactivated within their first year of return service to the district shall retain their right to MDC for prior active service.

Request for Military Differential Compensation for Active Service

I, , respectfully request Military Differential Compensation (MDC) for active service as defined in the attached orders. I understand it is my responsibility to submit official documentation demonstrating all of my military

compensation, entitlements, reimbursable expenses, and, when applicable, unemployment compensation to the Business Office prior to receiving MDC. Furthermore, I understand my eligibility is contingent upon my returning to the Dallastown Area School District for a minimum of one (1) year of satisfactory service upon my return. If I do not do so, I shall reimburse the Dallastown Area School District the full amount of MDC. This return-service commitment and reimbursement obligation applies solely to the discretionary Military Differential Compensation benefit and does not affect any reemployment rights guaranteed under federal or state law.

_____

_____

(Activated Employee's Signature) (Date)

_____

_____

(Approving Superintendent's Signature) (Date)

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BOARD POLICY

533 Professional Growth Guidelines

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
533	11/5/2026	v1.2	DRAFT

PRINTED
11/6/2026

Retired per HR and Solicitor.

Purpose

Classified personnel are to be afforded opportunities to participate in in-service type conferences, workshops, clinics, classes and meetings as approved by the Superintendent (pre-approval forms will be provided).

Authority

Participation approval can be granted where improvements in skills, understandings and job competence would be possible. Reimbursement would follow the same general pattern that is modeled for the instructional staff.

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BOARD POLICY

541 Benefits for Regularly Employed Part-Time Personnel

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
541	11/5/2026	v1.3	DRAFT

PRINTED
11/6/2026

DRAFT

Purpose

Benefits for regularly employed part-time personnel shall be determined in accordance with the following guidelines.

Basis for Proration of Benefits

Whenever regularly employed, part-time classified personnel are to be entitled to fringe benefits normally provided for full-time~~, or essentially full time~~, classified employees, such benefits will be established at the time of employment, and the manner of proration determined at that time. Benefits may be reviewed and adjusted if the employee's employment status changes.

Part-time personnel shall be included in the School Employees' Retirement System, upon reaching either five hundred (500) hours or eighty (80) days of employment in accordance with law.[1]

BOARD POLICY

543 Paid Holidays

POLICY NUMBER	LAST REVIEWED	VERSION	DOCUMENT STATUS
543	11/5/2026	v1.2	DRAFT

PRINTED
11/6/2026

Retired per HR and Solicitor.

Purpose

Paid holidays for regularly employed classified employees shall be determined in accordance with the guidelines outlined in the employee's handbook.

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