

Tredyffrin/Easttown School District

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TESD GUIDELINES FOR PTOs and CORPORATE SPONSORSHIP

TESD Parent-Teacher Organizations may obtain Corporate Sponsorship of their activities/events as long as the following guidelines are understood and followed:

- Corporate Sponsorship of PTO activities/events is deemed a “gift.” *See Policy 4160.* Therefore, Corporate Sponsorship must be approved by the building principal and Superintendent. *See Policy 7100.* Corporate Sponsors must be made aware that all gifts given to the District carry no expectation of favor in return.
- A PTO **may not** have a Corporate Sponsor that discriminates in any way based on creed, national origin or political affiliation. *See Policy 7040.*
- A PTO **may not** provide a link from its pre-approved site on and/or link to the District’s web site to an outside web site of a Corporate Sponsor. *See Policies 6190, 6193, and Regulation 6193.*
- A PTO may indicate on its web site and/or link that the activity/event is sponsored and the name of the Corporate Sponsor. No commercial advertising of any type except for school functions shall be posted on an approved linked web site. *See Regulation 1124.*
- A PTO **may not** distribute information that promotes a Corporate Sponsor. *See Policy 1124.*

Acceptance of Gifts and Discounts by Employees

Definitions

A “gift” is defined as anything received without consideration of equal or greater value and includes any favor, service, honorarium, employment or offer of employment or any other thing of other than nominal value from vendors or prospective vendors, parents, students or other sources (collectively “any source”). Nominal value will be defined in Administrative Regulation.

A “discount” is an acceptance of an item by an employee from any source at a cost to the employee substantially below fair market value offered with the apparent intent to influence the employee in the performance of his public duties and responsibilities.

Gifts Prohibited Above Certain Value

No employee shall accept from any person, whether directly or indirectly and whether by himself or through his spouse or any member of his family, any gift or discount, which creates the appearance that it is offered with the intent to influence the employee in the performance of his public duties and responsibilities. The Superintendent or designee shall set a permissible limit per occurrence and a per year limit by any one person or agents of any one entity.

Disclosure of Gifts and Discounts

To avoid the appearance of impropriety, whenever any source offers any gift or discount to an employee, the employee must inform the employee’s immediate supervisor regarding (1) the gift or discount offered, (2) the source offering the gift or discount and (3) whether the employee accepted the gift or discount. If the employee’s acceptance of such a gift or discount would violate any provision of this Policy, then the employee will be directed to return the gift or refuse the discount.

If the gift is from the employee’s immediate supervisor, the employee should report the gift to the Chief Operations Officer or the Superintendent.

Consequences for Violation

If an employee violates the provision of this Policy, then the employee will be required to return any gift, or pay back the value of the gift or discount accepted to the person or organization that gave the gift or discount. The employee may also be disciplined, up to and including termination of employment, subject to the terms of any applicable employment agreement(s).

Adopted: August 11, 1969

Revised: August 28, 2006

Tredyffrin/Easttown School District

Gifts and Bequests to the District

The Board of School Directors graciously accepts and appreciates gifts and bequests to the District. However, the Board reserves the right to specify the conditions governing the donation and acceptance of gifts.

Any gift to the District must be with the approval of the building principal and the Superintendent. Gifts should be reported to the Board of School Directors for appropriate recognition. Gifts shall be accepted in the name of the TE School District and shall become the property of the District to be utilized in the best interest of the students, schools and community. Any installation required as part of the gift shall be under the authority of the District with the donor bearing the installation costs at the discretion of the School Board.

With the consent of the donor, the purpose of a monetary gift designated for a specific future use or project may be changed by the Board if the original designation no longer benefits the school nor is in the best interests of the District. If the donor does not approve of the change in designation the amount of the principal will be returned. Any conditions regarding designations of gifts must be set forth in a writing agreed to by the Board.

Except as expressly stated above, any gift or bequest given to the District will carry with it no expectation by the contributor of favor in return.

Use of District Facilities

The Board of School Directors recognizes the needs of parent and community groups to utilize District facilities for educational, cultural, recreational, civic, or social purposes when they are not scheduled for District programs or maintenance. District facilities are intended for use primarily by residents and community groups which are located within the Tredyffrin/Easttown School District boundaries.

District facilities that may be made available under this policy include, but are not limited to, buildings, fields, parking lots and, in certain instances, equipment.

Facilities shall be made available according to the following priority:

- TE school sponsored or student organizations
- TE school-related parent organizations
- Community non profit organizations
- TESD employee-run programs
- Adult Education groups
- Local for profit groups
- Other groups

Classifications

All users of the District facilities must be groups that are open to school district residents without restriction to race, creed, national origin, or political affiliation and may not have a charter or admission policy that violates state, county and federal statutes and regulations.

All users of District facilities will fall into one of the following classifications:

Class A (Student Organizations and School-Sponsored Activities)

These organizations are all student organizations, including clubs and athletic teams, and school-sponsored activities. If admission for any event is charged, the proceeds should exclusively benefit the sponsoring Class A organization or the District, otherwise fees will be charged according to Class G specifications.

Class B (District and School-Related Parent Organizations)

These organizations are District and school-related parent organizations that seek to use District facilities to provide services for students and parents and for the students' activities. If admission or tuition for any event is charged, the proceeds should be a direct benefit, financial or otherwise, for the sponsoring Class B organization or the District, otherwise fees will be charged according to Class G specifications. This category includes but is not limited to PTOs, HSAs, BUILD and booster clubs.

Class C (Community Non-Profit Groups)

These organizations are those groups whose primary function is to enhance the community by providing service to Tredyffrin/Easttown youth and adults. The participants in activities sponsored by these organizations should predominantly reside in the T/E District and/or

actively support the students' educational program. These groups may only use facilities for educational and athletic activities, registration, recreation, or entertainment when no admission fee or tuition is charged. When admission or tuition is charged for any event, a Class C group will be considered a Class G group when determining fees. This category includes but is not limited to the Upper Main Line Y, T/E youth sports organizations, local boy scout and girl scout troops and local community civic organizations. Elected officials' use of District facilities for community information purposes, not electioneering, is permitted under this class of user.

NOTE: Political campaigning on District property, other than at designated polling areas on Election Day, is prohibited.

Class D (TESD Employee-Run Programs)

This classification pertains to TESD employee-run programs and camps that primarily benefit T/E students or residents regardless of whether or not an admission fee or tuition are charged.

Class E (Adult Education Programs)

These are organizations that provide adult education programs that are available to and provide benefit for Tredyffrin/Easttown residents.

Class F (Local For-Profit Organizations)

These organizations include local organizations or businesses (taxpaying entities) situated in the Tredyffrin/Easttown School District. These organizations may use facilities only for educational and athletic activities, registration, recreation or entertainment when no admission fee or tuition is charged. When admission or tuition is charged, a Class F group will be considered a Class G group when determining fees.

Class G (Other Organizations)

These organizations include all other groups whose members or participants are not predominantly Tredyffrin/Easttown residents. Class G users also include Class A, B, C and F users when an admission fee or tuition is charged. This group includes; but is not limited to non-local private enterprise groups, corporations, local or non-local religious groups using the facilities for religious-related services, and any organization of non-residents.

Procedure for requesting facilities or fields

All groups requesting use of District facilities, other than fields, are required to submit a request application to the principal or designee of the school building they are seeking to use. All groups requesting use of District fields are required to submit a written request to the Conestoga Athletic Director or designee.

Upon receipt of a request to use a facility, if the building principal (or Athletic Director) is unable to determine the group's classification, the request shall be reviewed by the Chief Operations Officer. If the classification is still contested, the request shall be referred to the Superintendent or designee.

Associated Fees and Charges

The District reserves the right to determine the rental fee and impact schedules for each class of users requesting District facilities. In addition to these charges, the District reserves the right to charge for support services including but not limited to custodial, cafeteria, stage crew and lighting assistance. The District will make every effort to advise the user of the support services charges prior to the facility use. Added fees may be assessed for excessive and unexpected clean up or support services. All fee schedules will be maintained in the District Business Office and updated as necessary. At the discretion of the administrator in charge of the desired facility, a security deposit may be required. If two unrelated organizations use a facility at the same time, each will pay all the required charges and fees in full. In case of damage to District facilities the user shall compensate the District in full.

Billing for Rental Fees for Community Use of Facilities

All bills for use of school buildings or other facilities shall be issued by the Business Office upon receiving a copy of the Community application designated by administrative regulation. The Business Office shall promptly bill the contracting person or organization, specifying current charges and any previous charges due. Upon receipt of monies to satisfy the bill, the Business Office shall make prompt deposit at the approved depository and credit the appropriate account. Any individual or organization not satisfying the bill within ninety (90) days may be denied the privilege of further use of school facilities until all outstanding charges are paid.

Required Insurance for Use of District Facilities

Class A and B groups who use District facilities must be pre-approved by the District in order to ensure that appropriate and necessary insurance coverage is in place for the requested activity. The District will indemnify and hold harmless the Class A and B users only to the extent the coverage is provided through the liability insurance policies carried by the District. The coverage will be extended only for activities on school property that the District has designated as "School District-sponsored."

All other users (Classes C, D, E, F and G) granted use of District facilities pursuant to this policy shall carry liability, casualty and other required insurance as outlined in administrative regulations to indemnify and hold the Tredyffrin/Easttown School District harmless from any and all loss, damage, liabilities, claims, demands, suits or proceedings of whatever kind arising out of, or relating to such use; and shall provide evidence thereof in form and in amounts satisfactory to the District authorized representative. Certificates of Insurance must be received by the District Business Office at least ten working days before any scheduled use of the facility.

Prevention of Personal Injuries and Damage to Facilities

The use of vehicles designed primarily for recreational or sporting purposes are prohibited on District property. These vehicles include, but are not limited to, motor scooters, powered cycles, snowmobiles, skateboards, and other vehicles or equipment of a similar nature. Exception to this policy may be made by the Chief Operations Officer if such use is under the control and direction of adults who make a prior agreement, in writing, accepting full responsibility for such control.

Leasing of District Facilities

The Board may, at its discretion enter into leases, licensing agreements, or other contractual relationships with any organization with respect to District facilities as determined to be in the best interests of the District. All such agreements must be in writing and approved by the Board of School Directors pursuant to Board resolution at a public meeting.

Unavailability of Facilities

Use of District facilities is automatically canceled when the facilities are closed by school authorities because of local, state, or national disasters or emergencies, school construction, or normal weather related school closings.

The District is authorized to curtail use of District athletic fields in case of inclement weather or other field maintenance work.

Policy Violators

The School District reserves the right to change user classification or deny access to the District facilities to any organization that violates the policy or accompanying Administrative Regulations.

Implementation

The Superintendent shall develop and promulgate administrative regulations implementing the intent of this policy.

Adopted: April 24, 1978
Revised: April 28, 1990
Revised: January 24, 1983
Revised: June 10, 1991
Revised: June 8, 1992
Revised: January 22, 2001
Revised: February 23, 2004
Revised: February 28, 2005
Revised: October 23, 2006
Tredyffrin/Easttown School District

Internet and Computer Network Safety and Use

The District recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace. The District will provide education about the use of the Internet and other resources and appropriate access to them. Technology provides access to computers and people worldwide including some materials not appropriate for an educational setting. Therefore, class access will be provided under supervision of an appropriate staff member.

Individual student access will be offered to all students only after students have submitted the completed Network Acceptable Use Agreement. Individual users of the District computer networks are responsible for their behavior and communications over these networks. Independent, yet monitored, student access to Internet services will occur in grades 6 - 12. Email services will be provided to Conestoga High School students who agree in writing to act in a considerate and responsible manner. The parents of all Internet users grades 6 - 12 will be notified of guidelines for student internet use. K - 5th grade students may access the Internet only under supervision of a staff member or supervised volunteer. Students may not disclose or disseminate personal identification information about themselves or others when using the Internet (World Wide Web), email communications or other forms of direct electronic communications. Students may not participate in chat rooms.

Blocking software will be used on the Internet to protect minor students from obscene material, child pornography, other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act), and other categories deemed necessary by the administration (see Regulation 6190) Other Internet users will also have these categories blocked. An administrator, supervisor, or person authorized by the school board may disable the technology protection measure if needed for bonafide research or other lawful purpose.

All students and staff members will sign the Network Acceptable Use Agreement and comply with District standards or lose their access privilege. The Information Services Department regularly monitors unauthorized access or unlawful activity on District network computers and servers. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in the cancellation of the offender's privileges. Appropriate disciplinary action may be taken.

Selection and use of information and instructional materials through electronic media shall be consistent with Policy 6136 *Controversial Issues in the Curriculum* and Policy 6160 *District Selection and Review of Instructional Materials*.

Use of computer access to such information and materials by staff and students shall be limited to educational purposes. Information placed on any District computer or server is subject to review and may be deleted without notice.

Adopted: March 25, 1996

Revised: June 4, 2001

Revised: December 2, 2002

Tredyffrin/Easttown School District

Development and Maintenance of Internet Web Sites

The T/E School District web site is designed to provide information and resources to the students, staff, and residents of the T/E School District. The web site may also be utilized to share classroom information and student work. All pages displayed within the T/E School District web site will be directly related to the curriculum, District programs or events, or will provide general information about the T/E School District. Links to sites outside of the T/E School District web site will be to sites that have a direct connection to the curriculum and programs, or have a meaningful connection to the T/E School District community.

Any staff member wishing to post purposeful information on the T/E web site may submit web page documents that adhere to District policies, regulations and guidelines to the District Web Site Specialist for uploading to the web server. Staff members creating web pages directly related to student activities or using content produced within the school environment must adhere to District policies and regulations even if the pages are not located on the District web site or the District servers. In the event that a staff member wishes to post information on the T/E web site but is unfamiliar with creating web page documents, s/he may submit text documents and instructions to the Web Site Specialist who will assist the staff member with creating a web page.

Student Safeguards for Internet Safety

The District's web presence represents our schools to a potentially greater audience than any other media, therefore personally identifiable student information must be kept to a minimum. Student first name and last initial only will be listed on web pages. Written parental permission is required to post any student work and to list first and last names at the high school. Student photographs (except for distant group photographs), email addresses, phone numbers, mailing address, names of family members, names of friends or the physical location of the student at any given time may not be included on web page documents.

Ownership and Retention

The District reserves the right to delete any files and/or links to web pages that exist on the server at any time without notice.

Development and Maintenance of Internet Web Sites

Access to the Internet in the Tredyffrin/Easttown School District enables students and staff to contribute to the School District's presence on the World Wide Web. The District web site provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission.

Creators of web pages need to familiarize themselves with, and adhere to, the following procedures and responsibilities. Failure to do so may result in the loss of authoring privileges or other more stringent disciplinary measures.

Content Standards

The Web Site Specialist is responsible for web page approval, in consultation with the school Web Team member and the Instructional Technology Manager.

Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others; or it should relate to the School District, or the schools within the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

The development of staff home pages, with appropriate links, may include the staff member's name, photo, department, certification, educational background, professional awards or recognition, professional publications, school sponsorships, and e-mail address. Students may not publish personal home pages as part of the District web site. Home pages for, or links to, other individuals or organizations not directly affiliated with the District are not acceptable.

Quality

All web pages must be well-written, and free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District policies. Regarding questions of quality or propriety of web page material, appearance, or content, the judgment of the Web Site Specialist and the Instructional Technology Manager or the Network Coordinator shall prevail.

Ownership and Retention

The District reserves the right to delete any files that exist on the server at any time without notice.

Technical Standards

Consistency

Each page added to the District web site must contain certain elements for purposes of general consistency in District web pages.

1. At the bottom of the web page, there must be an indication of the date of the last update to that page and the initials of the person(s) responsible for the page or update. It shall be that person's responsibility to keep the web page current.
2. At the top and bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the District web pages.
3. Staff members must exhibit care when creating web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file server. As a general rule, a web page should not take longer than one minute to download over a 14.4K modem connection. Graphics files shall be less than 60K in size unless a larger graphic is required due to special circumstances.
4. All web pages must be given names which clearly identify them. The names of all documents shall coincide with current District naming practices and structures.
5. Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the District and adhere to copyright regulations.
6. A staff member who creates a web page(s) for herself or himself, or for a student, shall edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this policy prior to submitting to the building Web Team member.
7. The building Web Team member will submit all proposed web pages to the Web Site Specialist for placement on the District server.
8. Final decisions regarding access to active web pages for editing, content, or organization shall rest with the Web Site Specialist and the Instructional Technology Manager or the Network Coordinator.

Student Safeguards

1. Inclusion of student first name and last initial on web page documents must be appropriate to the grade level.
2. Documents may not include a student's grade level, e-mail address, phone number, mailing address, names of other family members, or names of friends.
3. Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in school activities.

4. Web page documents may not include student photographs or video clips with the exception of distant group photographs.
5. Decisions on publishing student work are based on the supervising teacher's judgment. Only a student's first name and last initial will be listed with student work. Written permission must be obtained from the student's parent/guardian before student work will be published on web page documents.
6. Publishing of a staff member's email address is at the discretion of the individual staff member.

District Policies

All documents on the Tredyffrin/Easttown web server must conform to District policies and regulations as well as established school guidelines. Copies of District policies are available in all school offices and on the school district network. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related District policies include the following:

1. Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server.
2. Documents created for the web and linked to District web pages shall meet the criteria for use as an instructional resource.
3. All communications via the District web pages will comply with the District's Internet and Computer Networks policy and regulation. Material that is offensive to groups or individuals due to religious, racial, violent, or sexual content is expressly prohibited.
4. Non-curricular materials shall be limited to information about parent groups, other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
5. Any deliberate tampering with or misuse of District network services or equipment shall be considered vandalism and handled in accordance with District policy and applicable law.

Other

1. Material on web pages may reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the Tredyffrin/Easttown School District, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the Web Site Specialist.
2. Given the rapid change in technology, the standards outlined in this regulation are subject to change at any time. Such changes will be made by the Web Site Specialist, with approval of the Instructional Technology Manager or the Network Coordinator, and shall be instituted immediately, unless specific provision is made to the contrary in the revised regulation.

Adopted: October 9, 1996

Revised: January 1998

Revised: April 7, 1999

Revised: April 27, 2000

Revised: February 12, 2001

Tredyffrin/Easttown School District

District-approved Distribution of Promotional or Other Types of Information by Organizations

Procedures for Obtaining Approval for Distribution of Promotional or Other Types of Information by Organizations

“District communication medium” includes but is not limited to interschool mail, bulletin boards, District produced cable television, the District website, District internet or transmissions through students to their homes.

The Superintendent or designee shall review and approve all information prepared by any organizations for distribution to students or for inclusion in any District communication medium.

Any individual organization desiring to distribute information through any District communication medium, must submit a request in writing to the building principal, if the request is limited to one school building, or the District’s Director of Assessment, Accountability and Technology, if the request is for more than one school building. The request must include:

- a) A written draft of the information that the individual organization would like to distribute;
- b) A description of the purpose for the distribution;
- c) A requested distribution time period; and
- d) The contact information for the organization.

Disclaimer Requirement for Electronically Transmitted Information

A. Class B Groups (District and School-Related Parent Organizations) and Class D Groups (TESD Employee-Run Programs)

Any information disseminated electronically in accordance with this procedure by either Class B Groups (District and School-Related Parent Organizations) or Class D Groups (TESD Employee-Run Programs) must contain the following language in bold print in the same font as the remainder of the information:

The (name of organization) is a non-profit organization of parents and/or District personnel formally recognized by the Tredyffrin/Easttown School District. The Tredyffrin/Easttown School District has not released your name, address or e-mail address to us, unless previously authorized by you.

B. Class C Groups (Community Non-Profit Groups)

Any information disseminated electronically in accordance with this procedure by a Class C Group (Community Non-Profit Groups) must contain the following language in bold print in the same font as the remainder of the information:

The (name of Community Group) is a non-profit organization independent of the Tredyffrin/Easttown School District. The Tredyffrin/Easttown School District has not released your name, address or e-mail address to us, unless previously authorized by you.

Criteria for Linkage to District Website

Only websites developed and maintained by Class B Groups (District and School-Related Parent Organizations) may be linked to the District's website.

All requests for linkage to the District website must be approved by the District's Public Information Specialist and comply with the following:

- A. No student information, i.e., full name, partial name except first name, pen name(s), initials, addresses, phone number(s), or social security number may appear on the linked website.
- B. Employees' names, District e-mail addresses and phone extensions may be included in directory lists on approved websites only if the employee has given prior permission for the release of this information. No other employee information or images may be used in the linked website unless posted by the person, or prior written permission is given by the individual and provided to the District upon request.
- C. The District shall permit photographs or videos of an individual student or group of students to appear on a linked website, only if the parents/guardians of each student appearing in the photograph or video have granted written permission to publish such material on the website.
- D. No commercial advertising of any type, except for school functions, shall be posted on an approved linked website.

Access to District sponsored Cable Television

- A. Whenever any organization desires access to District sponsored cable television:
 - 1. The organization must make written application for permission at least 14 working days before the proposed activity is to occur.
 - 2. Class A Groups (Student Organizations and School-Sponsored Activities) shall submit requests directly to the Public Information Specialist.
 - 3. Class B Groups (District and School-Related Parent Organizations) shall submit requests directly to the Public Information Specialist.
 - 4. Class D Groups (TESD Employee-Run Programs) shall submit requests directly to the Public Information Specialist.
 - 5. All other organizations shall submit requests directly to the Public Information Specialist.
 - 6. In case of conflict, the following priorities for access to cable television shall apply, provided the organization's request is made in a timely manner as determined by the Public Information Specialist:

- a. Class A (Student Organizations and School-Sponsored Activities)
 - b. Class B (District and School-Related Parent Organizations)
 - c. Class C (Community Non-Profit Groups)
 - d. Class D (TESD Employee-Run Programs)
 - e. Class E (Adult Education Programs)
 - f. Class F (Local For-Profit Organizations)
 - g. Class G (Other Organizations)
7. The Public Information Specialist or designee will review each application individually and will determine whether to grant access to broadcast the desired communication, based upon the following factors:
- a. The nature and intended purpose of the access sought;
 - b. The nature and purpose of the group or organization seeking access to the cable television; and
 - c. The degree to which the proposed activity conflicts with existing or scheduled school broadcasts.
8. Decisions on access by the Public Information Specialist may be appealed using the same procedure set forth in Policy No. 1122 "Complaints or Comments Regarding the District" or any successor policy, with the appeal being submitted at the Superintendent level. This process is only available to the following classes of groups:
- a. Class A (Student Organizations and School-Sponsored Activities)
 - b. Class B (District and School-Related Parent Organizations)
 - c. Class C (Community Non-Profit Groups)
 - d. Class D (TESD Employee-Run Programs)
9. The District reserves the right to deny access to organizations that use the public access channel an excessive amount of time, as determined by the high school principal or designee.

Distribution of Promotional or Other Types of Information by Organizations

This policy establishes:

- A. the types of organizations which may communicate through District media; and
- B. the restrictions on the nature and content of District-approved distribution of written or electronically-transmitted information by these organizations.

Organizations and Other Groups Covered by This Policy

Class A (Student Organizations and School-Sponsored Activities) - These organizations are all student organizations, including clubs and athletic teams, and school-sponsored activities.

Class B (District and School-Related Parent Organizations) - These organizations are District and school-related parent organizations that seek to use District media to distribute information on behalf of students and parents and for students' activities. This category includes but is not limited to PTOs, HSAs, BUILD and booster clubs.

Class C (Community Non-Profit Groups) - These organizations are those groups whose primary function is to enhance the community by providing service to Tredyffrin/Easttown youth and adults. The participants in activities sponsored by these organizations should predominantly reside in the T/E District and/or actively support the students' educational program. This category includes but is not limited to the Upper Main Line Y, T/E youth sports organizations, local boy scout and girl scout troops and local community civic organizations. Elected officials' use of District facilities for community information purposes, not electioneering, is permitted under this class of user.

Class D (TESD Employee-Run Programs) - This classification pertains to TESD employee-run programs and camps that primarily benefit T/E students or residents regardless of whether or not an admission fee or tuition is charged.

Class E (Adult Education Programs) - These are organizations that provide adult education programs that are available to and provide benefit for Tredyffrin/Easttown residents.

Class F (Local For-Profit Organizations) - These organizations include local organizations or businesses (taxpaying entities) situated in the Tredyffrin/Easttown School District.

Class G (Other Organizations) - These organizations include all other groups whose members or participants are not predominantly Tredyffrin/Easttown residents. This group includes but is not limited to non-local private enterprise groups, corporations, local or non-local religious groups using the facilities for religious-related services, and any organization of non-residents.

Type of Media

This policy applies to information distributed through any District communication medium, including but not limited to:

1. interschool mail,
2. bulletin boards,
3. District produced cable television,
4. the District website,
5. District internet or
6. transmissions through students to their homes.

Approval Criteria

The school day shall be devoted exclusively to the purposes, procedures, and efforts conceived, conducted, and directed by the school staff toward the goal of education of the students.

Only information about the school system or a particular program that is parallel in nature, function and purpose to the philosophy and curricular program of the School District may be distributed to or through students and staff members.

District schools shall not be used to publish or distribute information or survey forms of partisan, sectarian or political organizations of any type.

Content Limitations

In addition to the other limitations set forth elsewhere in this policy, organizations and other groups covered by this Policy may only be permitted to distribute information that:

1. Does not convey political partisanship, with the intent to advocate for a particular candidate or party rather than to instruct, except at designated polling places on election day or except by Class A Groups (Student Organizations and School-Sponsored Activities);
2. Does not promote or denigrate a particular religion or religious practice in a manner that suggests that the District is endorsing a particular set of religious beliefs;
3. Does not incite discrimination against any group or person based upon race, color, age, creed, religion, gender, ancestry, national origin or handicap/disability of the group or person;
4. Does not promote or encourage hostility, disorder, violence, or disregard for violation of legal obligations;
5. Does not primarily promote commercial enterprises;

6. Does not libel an individual or group or interfere with or advocate interference with the rights of any individual or the operation of the schools;
7. Does not promote use of tobacco products, alcoholic beverages, illegal substances or paraphernalia;
8. Does not conflict with prevailing standards of decency;
9. Does not run counter to the best interests of the students, staff or schools, in the opinion of the Superintendent or designee.

Additional Conditions for Communications by Class B, C and D Groups.

Distribution of information by Class B Groups (District and School-Related Parent Organizations), Class C Groups (Community Non-Profit Groups), and Class D Groups (TESD Employee-Run Programs) is permitted when prior approval is granted by the Superintendent or designee.

The schools may cooperate in publicizing and promoting the activities of Class B Groups (District and School-Related Parent Organizations), Class C Groups (Community Non-Profit Groups), and Class D Groups (TESD Employee-Run Programs), provided the particular activity is parallel in nature, function, and purpose to the philosophy and educational program of the District and provided the time involved does not infringe on the school program or diminish the amount of time devoted to the school program.

Information about goods, services, performances, and activities produced or conducted by Class B Groups (District and School-Related Parent Organizations), Class C Groups (Community Non-Profit Groups), and Class D Groups (TESD Employee-Run Programs), the names of such groups, and the persons connected with such groups may be brought to the attention of students or parents, but only when the information would clearly be of interest or value to the students themselves. The most appropriate method for communicating such information shall be through routine announcements and incorporating the material in regular communications. Each building principal shall determine the mode, length and frequency of communication.

Additional Conditions for Communications by Class E, F and G Groups.

Typically, the District does not distribute information on behalf of for-profit entities for their private gain. Class E (Adult Education Programs), Class F (Local For-Profit Organizations) and Class G (Other Organizations) may not distribute information except through the District or a sponsoring Class A Group (Student Organizations and School-Sponsored Activities) or Class B Group (District and School-Related Parent Organizations). In that regard, goods, services, performances, and activities produced or conducted for private gain or other purposes and the names of organizations and persons connected with Class E (Adult Education Programs), Class F (Local For-Profit Organizations) and Class G (Other Organizations) may be brought to the attention of

students and parents by either the District, Class A Groups (Student Organizations and School-Sponsored Activities) or Class B Groups (District and School-Related Parent Organizations); when they

- 1) are directly related to the educational or recreational program, or
- 2) appear in instructional material as the simple identification of the name of the organization and not as a dominant theme.

Delegation of Authority

The Superintendent or Superintendent's designee shall be responsible for developing procedures to implement this policy. Those regulations shall include, but not be limited to:

- A. Procedures for obtaining advance approval of District-approved distribution of information;
- B. Requirements for disclaimers on information (particularly those transmitted electronically) to be distributed to avoid confusion to the intended recipients;
- C. Criteria determining whether and to what extent information from organizations may be linked to the District website or have access to District controlled cable television.

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Revised: June 12, 2006

Tredyffrin/Easttown School District