

**Policy Committee Agenda**  
**Thursday, April 21, 2016 7:00 p.m.**  
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the March 17, 2016 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2<sup>nd</sup> Reading**
  - Policy and Regulation 7100: Gifts and Bequests to the District
- 4. Information**
  - None
- 5. Follow Up from Previous Policy Committee Meeting**
  - Regulation 5402: Wellness Policy Implementation
  - Policy and Regulation 8060: Security of District Facilities
- 6. Policies and Regulations for Review and Discussion**
  - Policy and Regulation 6194: District Issued Laptops
  - Policy and Regulation: 5120: Care of School Property Issued to Students
  - Policy 9140: Board Committees
  - Policy and Regulation 4223: Military Leave
  - Policy 4520: Tutoring for a Fee
  - Policy 6133: Writing Across the Curriculum
  - Policy and Regulation 6153: Classroom Field Trips
- 7. Future Meetings**

Future Policy Committee Meetings are scheduled for 7:00 p.m. on May 19, 2016 and June 9, 2016. Please visit the District website at [www.tesd.net](http://www.tesd.net) for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

**2016 Policy Committee Goals:**

1. To identify and examine critical issues facing the District from a Policy perspective.
2. To review existing Policies and develop new Policies in response to legal requirements administrative recommendations, Board priorities, community input and external issues.
3. To communicate Policy revisions or new Policies to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
4. To continue with a cyclical review of Board policies in determining if policies should be revised, updated or repealed.

**Draft Pending Committee Approval  
Policy Committee Meeting  
Thursday, March 17, 2016  
T/E Administrative Offices, Room 200  
7:00 p.m.**

**Board Committee Members:** Kevin Buraks, Chair; Todd Kantorczyk, Kate Murphy, Ed Sweeney  
**Other Board Members:** Doug Carlson, Michele Burger, Virginia Lastner, Roberta Hotinski  
**T/E School District Representatives:** Rich Gusick, Ken Roos, Art McDonnell, Wendy Towle, Andrea Chipego and Mark Cataldi

**Community Members:** Bindu Wong, Marissa Truong, Michelle Spina, Nicole Maiatico, Laurie Turner, Jean Kintisch, Jerry Henige, Theodore Horvath

**Approval of Minutes:** The minutes of the February 18, 2016 meeting were approved.

**Public Comment**

Jean Kintisch commented on policies and regulations relating to students with food allergies.  
Marissa Truong commented on policies and regulations relating to students with food allergies.  
Michelle Spina commented on policies and regulations relating to students with food allergies.  
Laurie Turner commented on policies and regulations relating to students with food allergies.  
Theodore Horvath commented on Policy and Regulation 7040 relating to the track area at Valley Forge Middle School.

**Review of Policies for 2<sup>nd</sup> Reading**

After review and discussion, it was recommended that the following Policy be sent to the Board of School Directors for a second reading at their meeting on March 28, 2016.

**Policy 7080: Naming of Buildings and Improvements on District Property**

The revisions to this Policy include renaming it from its original title of Naming of Facilities. Buildings and improvements on District property shall be given names which are indicative of the area in which they are located and not named after individuals or groups.

After review and discussion the following Policy had further revisions after a first reading was approved the Board of School Directors at their meeting on February 22, 2016. The most recent revisions will be sent to the Board of School Directors for a first reading at their meeting on March 28, 2016.

**Policy 7100: Gifts and Bequests to the District**

Revisions to this Policy include the District not accepting memorials paying tribute to deceased community members. However, the Board will acknowledge gifts and monetary contributions to the general fund with a statement identifying the donor or person in whose name the donation was made at a public Board meeting.

**Information**

None

## **Follow Up from Previous Policy Committee Meeting**

### **Policy and Regulation 7040: Use of District Facilities**

Discussion about revisions to this Regulation centered on restricting the use of District facilities to non-school personnel during the school day. This topic originated from a community member and was included in the safety and security consultant's report recommending that the District adopt a policy and procedures restricting the use of school tracks, courts, etc. during school hours. Ken Roos will suggest revisions to this regulation or another policy or regulation to address this issue.

## **Policies and Regulations for Review and Discussion**

### **Policy and Regulation 5402: Student Wellness and Nutrition**

#### **Policy and Regulation 5403: Allergies**

These policies and regulations were discussed concurrently as they relate to students with food allergies. The Policy Committee made revisions to Regulation 5402 for the elementary schools only. For the elementary schools, food is not permitted to be brought to school to be shared during the school day with other students either by other students, teachers or other staff, or other persons in connection with recognition of birthdays, holidays, or celebrations. The sharing of homemade foods is still prohibited in all schools. Students may still bring in an individual snack that cannot be shared with other students. The revisions are effective immediately and will be communicated by the schools to parents and PTOs.

The following policies and regulations were scheduled for discussion as part of a cyclical review, but were deferred to the next Policy Committee meeting on April 21, 2016.

#### **Policy and Regulation 4223: Military Leave**

#### **Policy 4520: Tutoring for a Fee**

#### **Policy 6133: Writing Across the Curriculum**

#### **Policy and Regulation 6153: Classroom Field Trips**

## **Adjournment**

The meeting adjourned at 10:17 PM.

## **Future Meetings**

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4. To continue with a cyclical review of Board policies in determining if policies should be revised, updated or repealed.

*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.

Gifts may not be made directly to the District, a District school, District students or Student Organizations without the approval of the applicable building principal or other designee of the Superintendent. The Superintendent, principal or other designee may place restrictions on or refuse acceptance of a gift not made in furtherance of the goals of the District and conditions of this Policy or if a gift would create an inappropriate or illegal inequity between or among District schools, students or Student Organizations.

Gifts should be reported to the Board of School Directors for appropriate recognition. Gifts shall be accepted in the name of the Tredyffrin/Easttown School District and shall become the property of the District to be utilized in the best interest of the students, schools and community District. Any installation costs necessarily incurred by the District to install a gift or to make alterations to its facilities 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 the District nor is in the best interests of the District. If the donor does not approve of the change in designation, any remaining portion of the the amount of the principal will gift will be returned and the donor shall be solely responsible for ensuring that any tax obligations with respect to this amount are satisfied. Any conditions regarding designations of gifts must be set forth in a writing agreed to by the Board.

The District does not accept gifts conditioned upon naming any permanent structures or physical facilities for individuals. Furthermore, the District will not accept memorials paying tribute to deceased community members, including memorials in the form of monetary funds designated to a particular school activity or department, purchase of books, media supplies or equipment, memorial scholarships, or engraved plates. However, the Board typically will acknowledge monetary contributions to the general fund with a statement of recognition identifying the donor or person in whose name the donation was made at the public Board meeting at which the gift is accepted.

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.

Adopted: December 7, 1987  
 Revised: January 24, 1994  
 Revised: May 24, 2004  
 Revised: October 26, 2009  
 First Reading: March 28, 2016

Tredyffrin Easttown School District

*Gifts and Bequests to the District*

Offers of gifts of property or money by individuals or organizations to the District shall be directed to the Office of the Superintendent of Schools. Following review by the Business Manager, such offers shall be presented to the Board for acceptance. The Board Secretary shall acknowledge the gift with a note or other correspondence expressing appreciation for the gift.

*Wellness Policy Implementation*

Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the District's compliance with law and Policies related to student wellness. The report may include:

- Assessment of school environment regarding student wellness issues.
- Evaluation of food services program.
- Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- Listing of activities and programs conducted to promote nutrition and physical activity.
- Recommendations for Policy and/or program revisions.
- Suggestions for improvement in specific areas.
- Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.

An assurance shall be provided annually by the Food and Nutrition Services Supervisor that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

*Wellness Committee*

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for reviewing and suggesting amendments to this Regulation to the District for the enactment of a Student Wellness Policy that complies with law to recommend to the Board for adoption.

- The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board Policies and Administrative Regulations, and raise awareness about student health issues. The Wellness Committee may make Policy recommendations to the Board related to other health issues necessary to promote student wellness.

- The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.
- The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

### Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by providing all students with the knowledge and skills needed to lead healthy lives. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

The staff responsible for providing nutrition education shall be properly certified and shall participate in appropriate professional development.

Nutrition Education shall extend beyond the school environment by engaging and involving families and communities.

Nutrition education will be integrated into other subjects where appropriate to complement, but not replace, standards-based nutrition education.

Consistent nutrition messages will be provided throughout the school, classroom and cafeteria.

### Physical Activity

District schools shall contribute to the effort to provide students opportunities to participate in age-appropriate physical activity on all or most days. That time could include activities within school, such as recess, clubs, intramural or interscholastic sports, as well as physical activity outside the school environment, such as outdoor play at home, sports, etc.

District schools may partner with parents/guardians and community members to institute programs that support physical activity.

School physical activity facilities shall be made available outside school hours according to District Policy.

### Physical Education

Physical education classes shall be the primary means through which students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary

for lifelong, health-enhancing physical activity.

A varied and comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards.

### Fundraisers Involving Food

A “fundraiser” is considered an event that includes an activity during which currency/token/tickets, etc. are exchanged for the sale/purchase of a product in support of the school or school-related activities. Examples include: candy bar sales, vending machines where profits are used to support a school-sponsored club or activity, such as the school band or sports team.

An “exempt fundraiser” is a fundraiser in which foods are sold during school at a location other than the school cafeteria and where the foods being sold do not meet the requirements for foods sold in school according to the Smart Snack Standards established by the United States Department of Agriculture. Exempt fundraisers may not be sold in the food service area during the meal period.

All fundraisers must be approved in advance in writing by the building Principal.

A maximum of five exempt fundraisers will be permitted in each elementary and middle school building per year, and a maximum of ten fundraisers will be permitted in each high school building per year. Each exempt fundraiser may not exceed one school week.

All requests for exempt fundraisers must be submitted to the building Principal. If less than the allotted number of exempt fundraisers are approved from applications, then any requests will be considered on a first-come first-served basis.

### Other School Based Activities

District students shall have access to school meals provided in a clean, safe environment.

Nutrition content of school meals shall be available to students and parents/guardians.

Goals of the Student Wellness Policy shall be considered in planning all school-based activities.

Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The District shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.



## Safeguards for Students with Food Allergies

### Prohibition Against Homemade Food Kindergarten to 12<sup>th</sup> Grade

Homemade food is not permitted to be brought to school for the purpose of being shared during the school day with students either by other students, teachers or other staff, or other persons. Nothing in the preceding section is intended to (1) restrict the provision of meals to students by authorized District food service personnel, (2) require the alteration of the Family and Consumer Sciences curriculum, or (3) alter the ability of students to bring in their individual breakfast, lunch or snacks in compliance with the District's allergy policy.

### Special Rules for Grades Kindergarten to 4<sup>th</sup> Grade ("Grades K-4")

No food of any kind is permitted to be brought to school to be shared with students in connection with recognition of birthdays, celebrations such as Halloween, holidays, Valentine's Day, cultural events, and end-of-the-year festivities at the grades K-4 level to ensure compliance with the District's allergy policy.

### Responsibility

While all reasonable efforts will be made to ensure the safety of students with allergies, it should be recognized that there are practical limitations as to the level of oversight by teachers and other school personnel with regard to students bringing and sharing food to classrooms and other locations. Parents and guardians should regularly reinforce the above prohibitions with their children in order to ensure the safety of all children.

## Nutrition Guidelines

All foods offered for sale by the District during the school day shall be identified with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

All competitive foods available to students in District schools shall comply with the established nutrition guidelines, as listed in the student wellness plan and Administrative Regulations, which will follow the format of the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a three- (3) year plan.

Competitive foods are defined as foods sold or offered for sale at school during the school day other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, school store food, and

fundraisers that do not qualify as exempt under this regulation. School campus means all areas of the property under the jurisdiction of the school that are accessible to students during the school day. School day means the period from the midnight before to 30 minutes after the end of the official school day. Competitive foods do not include food brought from home or food that is not sold or offered for sale.

References:

Child Nutrition and IC Reauthorization Act of 2004 – P.L. 108-265 Sec. 204

Adopted: October 12, 2006  
Revised: November 14, 2014  
Revised: February 12, 2015  
Revised: March 17, 2016

*Access to Facilities During Non-School Hours* Security of District Facilities (ED1)

The Board recognizes the need to maintain the security of District facilities ~~for reasons of~~ to ensure the safety of students, staff, and visitors, and to protect against acts of vandalism, ~~and~~ theft, and unauthorized access/entrance.

To this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals and designated staff.

The Superintendent shall promulgate regulations implementing this policy that, at a minimum:

(1) Designate individuals entitled to ~~The need for access shall be the underlying principle in determining who will~~ have keys or proximity card to school district facilities and equipment ~~properties~~;

(2) Identify those individuals who are authorized to enter upon District property.

(3) Establish procedures to be followed in the event of instances of unauthorized access/entrance onto District property.

~~The Superintendent or designee shall determine who is entitled to building(s) keys and who may have after hours access to District facilities.~~

{01226798 } Adopted: September 10, 1973

Revised: January 24, 1994

Revised: April 25, 2005

Revised: September 25, 2006

Reviewed: March 12, 2013

Tredyffrin/Easttown School District

*Security of District Facilities*

*Purpose*

To promote the security of District facilities by implementing standardized security procedures.

A. Keyed access to buildings shall be in accordance with the following:

1. Keys and proximity card providing access to District facilities and equipment shall be issued only to District personnel designated by the Superintendent of Schools or ~~his/her~~ designee.
2. District personnel are responsible for the security of the keys and proximity card in their possession.

~~2.3.~~

District personnel are prohibited from allowing unauthorized personnel individuals to use ~~of their~~ issued keys or proximity card.

~~3.4.~~ District personnel issued keys and proximity card shall be responsible for immediately reporting lost or damaged keys.

~~4.5.~~ District personnel shall surrender all keys and proximity card upon termination of employment or otherwise at the request of the Superintendent or designee or the employee's supervisor, the Maintenance Supervisor or the Supervisor's designee.

~~5.6.~~ The District shall establish an inventory and tracking procedure that provides for strict accountability of all keys and proximity cards.

~~6.7.~~ The District shall utilize a non-reproducible, proprietary key system that prevents the duplication of keys by other than designated District personnel.

~~7.8.~~ Locks controlled by keys that have been lost or are otherwise unaccounted for, shall be rekeyed to prevent unauthorized use if the Superintendent or designee determines the missing keys pose a security risk to the security of District facilities or equipment or to the safety of students, staff and/or visitors of the District.

B. At the beginning of the student school day all exterior doors shall be locked. All traffic shall be directed to one or more controlled entrance(s) where access is granted only after school staff has determined the identity and purpose of each visitor. Such controlled access may be accomplished by the use of remote cameras and electronically controlled door locks.

{01226953 } Adopted: September 1973

Revised: September 1995

Revised: April 25, 2005

Revised: April 30, 2007

Revised: September 29, 2009

~~C.~~ Procedures to be used to secure a school in the event of an intruder will be a part of the School Emergency Operations Plan prepared by each school principal. Annually, each school building will participate in at least one security drill exercise involving intruder procedures. Quarterly, each school will practice such security procedures. Additionally, other security and safety drills will be practiced throughout the school year. Annually, each school building will participate in at least one security drill exercise. The Operations Department Maintenance Supervisor shall conduct such drills.

C.

D. Building ~~principals and District administrators~~, head custodians, ~~campus-District~~ security personnel, Business Office Department supervisors, and Cabinet shall be equipped with communication devices that will enable them to enhance security and respond to emergencies.

E. School staff or students are not authorized in buildings unless a school administrator or school custodian is present in the school.

F. At the end of the last custodial shift, a designated custodian will conduct a security check and activate the security alarms.

#### Unauthorized Access/Entrance onto District Property (~~Trespass~~)

Signs will be posted in designated locations of District property indicating that a particular area is restricted in some way.

Individuals found in violation of the posted restrictions will be asked to leave District property or reported to the appropriate law enforcement authorities.

The District reserves the right to limit, condition, or restrict future access to District property. In accordance with established District policy, disciplinary action may be taken against any student/staff.

{01226953 } Adopted: September 1973

Revised: September 1995

Revised: April 25, 2005

Revised: April 30, 2007

Revised: September 29, 2009

*District Issued Laptops*

The Board adopts this Policy to implement its One-to-One Laptop Initiative.

The District-network refers to the District's system of computers, data, and telecommunication networks and resources made available through the District, regardless of location or ownership. This includes email, cloud-based storage, programs, and applications made available through the District.

Laptops – Note: this section was moved to the Regulation

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is issued a Laptop relating to the One-to-One Laptop Initiative and how it works.
2. Each student and the student's parent or guardian must sign an Agreement for Laptop Use acknowledging receipt of the terms and conditions set forth in this and other applicable policies related to appropriate use of the Laptop. The Agreement shall be attached to the Administrative Regulation accompanying this Policy.
3. The Superintendent shall establish regulations to implement the One-to-One Laptop Initiative which provide for the following:
  - a) Internet filtering in accordance with Policy 6190;
  - b) Remote downloading of information and software updates. At no time will any District employee remotely activate any camera device or audio listening/recording capabilities installed in a District-issued Laptop;
  - c) Prohibitions against any District employee from looking at or reviewing a student's files stored on the Laptop, except as expressly authorized by the regulation;
  - d) Necessary accommodations for a student in the event the parent/guardian or student refuses to sign the required Agreement for Laptop Use to ensure that the student's education is not adversely affected;
  - e) Training to students issued a Laptop regarding safe and appropriate use. Orientation for parents/guardians of students to whom Laptops are issued; and

Sanctions- Note: this section was moved to the Regulation

A student's failure to abide by the rules and regulations of this Policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or District Policies/Administrative Regulation and, depending on the nature and seriousness of the offense, could result in referral to law

Adopted:

Tredyffrin Easttown School District

enforcement. Students who fail to abide by such rules and regulations may also have access to their Laptop limited and/or otherwise restricted.

Parents, guardians and students may be held financially responsible for all uninsured damage, loss or theft of the Laptop while the Laptop is/was in the possession, custody or control of student.

Delegation of Responsibility

The Superintendent shall create Administrative Regulations detailing the implementation of this policy

*District Issued Laptops*

Laptops

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is issued a Laptop relating to the One-to-One Laptop Initiative and how it works.
2. Each student and the student's parent or guardian must sign an Agreement for Laptop Use acknowledging receipt of the terms and conditions set forth in this and other applicable policies related to appropriate use of the Laptop. The Agreement shall be attached to the Administrative Regulation accompanying this Policy.
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  - a) Internet filtering in accordance with Policy 6190;
  - b) Remote downloading of information and software updates. At no time will any District employee remotely activate any camera device or audio listening/recording capabilities installed in a District-issued Laptop;
  - c) Prohibitions against any District employee from looking at or reviewing a student's files stored on the Laptop, except as expressly authorized by the regulation;
  - d) Necessary accommodations for a student in the event the parent/guardian or student refuses to sign the required Agreement for Laptop Use to ensure that the student's education is not adversely affected;
  - e) Training to students issued a Laptop regarding safe and appropriate use. Orientation for parents/guardians of students to whom Laptops are issued; and

Sanctions

A student's failure to abide by the rules and regulations of this Policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or District Policies/Administrative Regulation and, depending on the nature and seriousness of the offense, could result in referral to law enforcement. Students who fail to abide by such rules and regulations may also have access to their Laptop limited and/or otherwise restricted.

Parents, guardians and students may be held financially responsible for all uninsured damage, loss or theft of the Laptop while the Laptop is/was in the possession, custody or control of student.



The attachments are an integral part of this Administrative Regulation and the rules and restrictions set forth in the attachments are considered part of this Administrative Regulation.

Attachment A - Agreement for Laptop Use

An **Agreement for Laptop Use** must be signed by the student and student's parent or guardian and returned to the District prior to the student being issued a Laptop for the first time.

Attachment B - Best Practice Guidelines for Use of Student Laptops

Attachment B constitutes **Best Practices Guidelines for Use of Student Laptops** and provides information to students and parent/guardians to encourage and facilitate responsible use of District-issued Laptops. This document shall be posted on the District's website.

Annual Written Notification to Parents/Guardians

The District shall provide written notification to parents and guardians whose child is eligible to be issued a Laptop for the first time.

Cost Sharing Fee

Families of students participating in the One to One Laptop Initiative will be asked to pay an annual cost-sharing fee of \$50 per student, with a maximum annual family fee of \$100. This fee will cover the manufacturer's extended warranty and Accidental Damage Protection, as well as a case and set-up/maintenance of the device. Parents/guardians who would like their child to participate in the One to One Laptop Initiative but who cannot afford the cost-sharing fee shall contact their child's school counselor or building principal to discuss available solutions.

Accidental Damage Protection and Other Repairs

The annual cost-sharing fee paid by the families of students participating in the One to One Laptop Initiative shall include a manufacturer's extended warranty for the life of the Laptop in the District to cover hardware repairs due to defective parts. Additionally, the cost sharing fee includes Accidental Damage Protection, which covers Laptop repairs or replacement due to damage that occurs during normal use of the laptop. There is no deductible for the first Accidental Damage Protection claim during a particular school year. Deductibles to be paid by families for subsequent claims in the same school year are as follows:

- Incident #2 within the same school year: \$100, or the repair cost, whichever is less.
- Incident #3 within the same school year: \$150, or the repair cost, whichever is less.
- Incident #4 within the same school year: \$200, or the repair cost, whichever is less.

Accidental Damage Protection excludes theft, loss, and damage due to fire, flood, or other acts of nature. Accidental Damage Protection also excludes damage or loss due to negligence or intentional damage (vandalism).

If the damage is not covered by Accidental Damage Protection, the student and parent/guardian will be responsible for the full cost of the repair, or replacement (\$385, prorated) if the damage cannot be repaired.

Notwithstanding the above provisions, students or their parent/guardian are responsible for the cost of the laptop (\$385, prorated) and/or power cord/charger if they are lost, stolen, or not returned at the end of the school year for any reason.

#### Procedure for Reporting Laptops Missing or Stolen

Students issued Laptops are required to immediately report missing, stolen, or suspected stolen Laptops to a school administrator. To report a Laptop missing or stolen, the student must contact a school administrator by phone, email, or by visiting his/her office.

#### Notice Regarding Filtering

Although students are primarily responsible for the use of the Laptop and other District provided technology resources, the District has installed blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet through the Laptop on or off school property. An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose. The District's current content filter meets the guidelines contained in the Children's Internet Protection Act.

Parents and guardians of students who take Laptops off school property are advised to monitor web usage. The **Best Practice Guidelines for Student Use of Laptops (Attachment B)** is a good reference to guide such monitoring efforts.

#### Parents/Guardians and Students Choosing to Opt Out of the One-to-One Laptop Initiative

In the event that a parent/guardian, or a student, if the student is over 18, declines to participate in the One-to-One Laptop Initiative by refusing to sign an Agreement for Laptop Use, the building principal shall be responsible for making necessary accommodations for the student to ensure the student's education is not adversely affected. Such accommodations may include access to printed resources, access to building based computers in areas such as libraries and help centers, or other accommodations recommended by the building principal.

All accommodations will be made on an individualized basis. The District does not guarantee that all accommodations will be provided to all students who do not participate in the One-to-One Laptop Initiative.

## Attachment A - Agreement for Laptop Use

### AGREEMENT FOR LAPTOP USE

\_\_\_\_\_ (hereinafter "STUDENT") and \_\_\_\_\_ (hereinafter "PARENT/GUARDIAN"), in exchange for the Tredyffrin/Easttown School District allowing STUDENT to use and possess the Laptop, Serial No. \_\_\_\_\_, or any loaner or replacement Laptop provided at the discretion of the District ("Laptop"), hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge receipt of Board Policy and Administrative Regulation No. 6190 *Internet & Computer Network Safety & Use* and Board Policy and Administrative Regulation No. 6194 *District-Issued Laptops*. STUDENT and PARENT/GUARDIAN further acknowledge that they understand the applicability of such Policies/Administrative Regulations and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement, as well as any applicable Acceptable Use Agreement or provisions of a Student Code of Conduct regarding use of a Laptop.
2. PARENT/GUARDIAN and STUDENT acknowledge and understand the provisions of Administrative Regulation No. 6194 with respect to warranty and repair services included with the cost sharing fee paid to the District as well as those provisions detailing financial responsibility on the part of the PARENT/GUARDIAN and STUDENT in the event of Laptop maintenance, repair, and/or replacement for such services not included, in whole or in part, with the cost sharing fee, or as a result of the Laptop being lost, stolen or otherwise not returned to the District at the end of the school year. .
3. When on school property, STUDENT is prohibited from connecting a Laptop to the internet via means other than the District-provided WIFI connection through the District network.
4. STUDENT will not permit individuals, other than District administrators or teachers to access the Laptop. STUDENT shall not use or allow the Laptop to be used:
  - a. For the posting or distribution of information that:
    - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the laws of the Commonwealth of Pennsylvania or the United States;
    - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among students so as to interfere with the learning environment of the school district;
    - iii. threatens immediate harm to the welfare of the school community or any individual;
    - iv. discriminates against any segment of the student body or interferes with another's individual rights;
    - v. encourages and/or abets unlawful activity; or
    - vi. violates the separation of church and state.

## Attachment A - Agreement for Laptop Use

- b. for illegal activity, including the violation of copyright laws;
  - c. to create, distribute, access or obtain pornographic materials;
  - d. to intentionally cause damage to hardware, software or data;
  - e. to gain or attempt to gain access to restricted material or systems;
  - f. for gambling;
  - g. for nonschool-related purposes on more than an incidental basis; and/or
  - h. to otherwise violate school rules.
5. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Laptop is at all times the property of the District; and (b) STUDENT has no right to disable or modify any hardware or software installed on the Laptop or to install new or additional software or programs or uninstall existing software or programs on the Laptop.
6. STUDENT and PARENT/GUARDIAN understand and agree that if the Laptop is lost, damaged or stolen, they will immediately advise a building administrator of the incident and all relevant information in accordance with the procedure outlined in Administrative Regulation 6194. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Laptop and that damaged Laptops must be returned to the District for repair/service.
7. STUDENT and PARENT/GUARDIAN understand and consent that the District may look at or review web history and files stored on the Laptop, in the STUDENT'S District-provided email account, or in the District-provided cloud-based storage under the following circumstances:
  - a. After the Laptop has been returned by the STUDENT to the District:
    - i. At the end of a school year; or
    - ii. Any other time the STUDENT is required to permanently return the Laptop and has prior notice and adequate opportunity to remove the STUDENT'S files from the Laptop.
  - b. If the District has a reasonable suspicion that the STUDENT is violating District rules or policies, authorized District administrators may take custody of the Laptop and review STUDENT files. "Reasonable suspicion" means reasonable grounds exists that the search will uncover evidence that the student violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will a District employee access a Laptop remotely for the purpose of this subsection b.
  - c. With the express consent of the STUDENT for a specific and identified purpose.
  - d. Teachers and other school personnel may provide assistance to a STUDENT in locating that STUDENT'S files in the presence of and at the request of the requesting STUDENT.

**Attachment A - Agreement for Laptop Use**

- 8. STUDENT acknowledges that he/she has no reasonable expectation of privacy in data stored in or transmitted by or through the Network Resources provided by the District, including but not limited to, emails sent to and from District-provisioned email accounts, emails sent through and websites accessed through the District network, and data stored in cloud-based storage provisioned by the District. The District may access such data to the extent necessary to ensure security of Networked Resources, ensure compliance with applicable law, or conduct searches where there is reasonable suspicion to believe that a law, Board policy or school rule has been violated and that evidence of the violation is present in the resource to be searched. Access may be obtained through STUDENT permission or through the District administratively resetting the STUDENT’S password.
  
- 9. STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s Laptop or violates District rules or policies, then the District may terminate STUDENT’S ability to use the Laptop. If the District determines that STUDENT acted with intent to damage the District’s property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

Parent/Guardian Signature

Student Signature

\_\_\_\_\_

\_\_\_\_\_

Print  
Name: \_\_\_\_\_

Print  
Name: \_\_\_\_\_

Address:  
\_\_\_\_\_

Address:  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:  
\_\_\_\_\_

Current  
\_\_\_\_\_

Grade:

## Attachment B - Best Practice Guidelines for Student Use of Laptops

### **BEST PRACTICES FOR LAPTOP USE**

*Laptop* – refers to an identified laptop device issued by the District to a specific District student for use in connection with the District academic program.

You are responsible for the appropriate use of your Laptop both at school and at home. Laptops are issued to students for use for educational purposes. All commercial, illegal, unethical and inappropriate use of these Laptops is expressly prohibited.

1. You may not copy or duplicate copyrighted material. Copyright is the set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work. Copyrighted materials include books, maps, prints, musical compositions, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography and architectural works.
2. Downloading games, applications or software is expressly prohibited, unless specifically authorized by District personnel for educational purposes in connection with the District academic program.
3. Data should not be stored on the Laptop, but should be stored either in the District-provisioned cloud-based storage or on a removable storage device.
4. Do not loan or allow your Laptop to be used by anyone else, and do not share your “user name” or “password”.
5. Always keep track of your Laptop and take reasonable precautions to keep it safe.
  - a. If you place your Laptop in your locker, make sure it is completely closed and locked.
  - b. Make sure that you never leave your Laptop unattended.
6. When carrying your Laptop, always place it in the sleeve provided.
7. Do not place the power cord or adapter against the Laptop screen in your backpack (the screen will break).
8. Be careful not to drop or fling your backpack (remember if it breaks, you may be held financially responsible).
9. If you notice that your Laptop is working slowly or functioning in a strange or abnormal way, report it to the Technology Department.
10. Safe emailing:
  - a. Don't open, forward or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Department.
  - b. Be wary of email attachments from people you don't know... it may be a virus or a malicious program.
  - c. Never respond to emails that ask for personal information such as your user name or password.
  - d. Think before you write and send an email. Be polite and courteous at all times.
  - e. Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.

## Attachment B - Best Practice Guidelines for Student Use of Laptops

- f. Do not go to inappropriate / questionable web sites or click on questionable links as this may trigger a spam or computer virus attack.
- g. The use of anonymous proxies or other technologies to bypass District filtering programs is prohibited.
- h. When on school property, do not connect the Laptop to the internet through any means other than the WIFI provided by the District through the District network.
- i. When communicating online with others, consider the following:
  - i. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings.
  - ii. Once any text or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.
  - iii. You should not post or disclose information, photos, or other items online that could embarrass you, your family, or friends. This includes information, photos and items that may be posted by others on their page or on your webpage.
  - iv. Do not post or disclose your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself up to online predators.
  - v. Many potential employers, colleges and universities, graduate programs and scholarship committees now search these sites to screen applicants.

### 11. Saving Information:

- a. Save your files in the cloud-based storage provisioned to you by the District. Additionally, you must ensure that important school information is separately backed up, either on a removable storage device or some other medium. The District is not responsible for loss of any data stored in District-provisioned cloud-based storage or on the Laptop.
- b. The District network administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students and other District network users should not expect that information stored on Laptops, or other information stored in, transmitted through, or accessed through the District network, including, but not limited to cloud-based storage provisioned by the District, will be private.
- c. Any information on your Laptop may be erased during the summer.

### 12. Other:

The District does not recommend plugging any additional personal devices into the Laptop as this may cause problems with the Laptop's operation. You are responsible for any damage to the Laptop caused by any personal device you connect to the Laptop.

## **Attachment B - Best Practice Guidelines for Student Use of Laptops**

The Superintendent or designee has issued Administrative Regulations containing guidelines to students for use of District-issued Laptops (See Board Policy and Administrative Regulation 6194). Students should also refer to Board Policy and Administrative Regulation 6190 (*Internet & Computer Network Safety & Use*) and the applicable Network Acceptable Use Agreement for additional requirements. Any violation will be subject to discipline as outlined in the applicable Student Code of Conduct and/or Board Policy, and, depending on the nature and seriousness of the offense, could result in referral to law enforcement.

The District does not routinely monitor the District network for violations of school rules or District policies and is limited in its ability to monitor Laptops for cyber bullying and other violations. Therefore, if you have reason to believe another student is using either the District network or their District-issued Laptop in a manner that violates school rules or District policies, you are encouraged to report such conduct to a school administrator.



*Care of School Property Issued to Students*

Purpose

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. The Board charges each student in the District's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

Policy

It is the policy of the Board that students who willfully cause damage to school property or who misuse or neglect school property shall be subject to disciplinary measures as determined by the building administrator pursuant to District policies, procedures and practices. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians shall be held accountable for the actions of their child as allowed by law.

The District may report to appropriate juvenile authorities any student whose willful damage or misuse of school property is serious or chronic in nature. Absent urgent or compelling circumstances, in no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

Delegation of Responsibility

The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment. The procedures will also outline consequences for student misuse of laptops as well as rules regarding any deposit and/or insurance fees related to District-issued equipment and electronic devices such as District-issued laptops.

The Superintendent or designee shall periodically submit a report on incidences of vandalism to the Board.

Vandalism reports shall include the number and kind of incident, cost to the District, and related information the Superintendent or designee deems necessary.

*Care of School Property Issued to Students*

Rules Applicable to All District Property

Students and their parents/guardians will be held responsible for all loss of and damage, beyond reasonable wear and tear, to District property loaned to them for school purposes. Any property that is stolen while under the care of the student is also considered lost for the purposes of this policy.

A schedule of fines will be developed and promulgated for lost or damaged textbooks, supplies and equipment which may include the cost for replacement or repair.

“Equipment” as used herein means movable property which is incidental and necessary to conduct the educational program, and includes, but is not limited to, desks; chairs; tables; displays; portable physical education equipment; audio-visual equipment; and instructional materials and electronic devices such as, but not limited to, laptop computers.

Prior to being issued equipment valued in excess of \$500.00<sup>[A1]</sup>, students and parents/guardians will be required to sign and return an “Acknowledgement and Responsibility Agreement Form” acknowledging the following: (see Special Rules for District-issued Laptops found on page 2 of this Regulation)

1. They will safely care for and handle the equipment;
2. They will be the only user of the equipment;
3. The equipment is to be used for school purposes only and may not be used for personal purposes;<sup>[A2]</sup>
4. That in the event of theft, damage beyond normal wear and tear, or loss of the equipment, they may be responsible for the cost to repair or replace the equipment and/or be subject to restrictions on future use of such equipment.

Failure to pay outstanding fines prior to the last student day of the school year may result in any or all of the following:

1. Loss of privilege to attend designated extracurricular activities such as proms;
2. Loss of privilege to participate in graduation ceremonies;
3. No distribution of a “suitable framing” diploma;
4. Report cards not mailed or given to students/parents/guardians without going through student record procedures; and
5. Original transcripts provided only directly to postsecondary schools and not to students/parents/guardians; copies of transcripts to students/parents/guardians only through student record procedures.

The Building Principal is responsible for enforcement of this Policy and Administrative Regulation within his/her assigned building.

Special Rules for District-issued Laptop Computers

Students who are issued District Laptops and complete the “Agreement for Use of Laptop”, Version A or Version B, are not required to complete the “Acknowledgment and Responsibility Agreement Form.”

See Policy No. [XXXX<sub>\[A3\]</sub>](#) “District-Issued Laptops: Student Use, Rights and Responsibilities” and the accompanying Administrative Regulation.

**TREDYFFRIN/EASTTOWN SCHOOL DISTRICT**  
**940 West Valley Road, Suite 1700, Wayne, PA 19087**

**ACKNOWLEDGEMENT AND RESPONSIBILITY AGREEMENT FORM –**  
**USE OF SCHOOL DISTRICT PROPERTY**

Agreement between the Tredyffrin/Easttown School District (the “District”) and \_\_\_\_\_ (“User”) and \_\_\_\_\_ (“Parent/Guardian”) (required if User is an unemancipated minor).

The above noted User is applying for the use of the following property: \_\_\_\_\_ (“Loaned Item”) at \_\_\_\_\_ (“School”) for the following date and time:

Pick up Date: \_\_\_\_\_ Pick up Time: \_\_\_\_\_ ,  
Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_ ,

for the sole purpose of \_\_\_\_\_ , subject to the terms and conditions expressed below and in District Policy and Administrative Regulation No. 5120 (Attached).

Signed\* \_\_\_\_\_ Date \_\_\_\_\_  
User or User’s Agent

Signed\* \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian or Agent of Parent/Guardian

-----  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Explanation: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
School Principal/or Designee

User’s Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_

\*User’s and Parent’s/Guardian’s signature on this form constitute acknowledgement that User and Parent/Guardian have read and understand the District’s Policy and Administrative Regulation No. 5120.

**TERMS AND CONDITIONS**

1. The District may levy fees according to the schedule promulgated under Administrative Regulation No. 5120 for failure to return property in the condition User received property, or on the above agreed upon date and time of return.

2. User and User's Parent/Guardian agree that in case of failure to return, theft, loss or damage to property, excluding reasonable wear and tear, the User and/or his/her Parent/Guardian shall compensate the District in full for the replacement value of said property.

## *Board Committees*

### Function

Committees shall be established by the President to assist the Board in the conduct of its affairs. At the request of the Board, the President shall establish ad hoc committees for special purposes.

### Standing Committees

There shall be standing committees in the areas of education, facilities, finance, legislative, personnel and Policy. Standing committees may be established in other areas if approved by a majority of the Board.

### Appointment

The President of the Board shall appoint or remove committee members. In making all appointments, the President shall take into consideration the training and special talents of individual Board members. A review of committee appointments may be initiated by a majority of the Board.

### Membership

The President of the Board shall be, ex officio, a member of all committees.

Committee members shall inform the chairperson of their committee or the Administrative Office when they are unable to attend a committee meeting.

Where practical, committee chairpersons and memberships should rotate among the Board members so that each has the opportunity to serve on each committee.

### Committee of the Whole

The Board shall, when desirable, act as a Committee-of-the-Whole. No committee, including the Committee-of-the-Whole, shall have legislative or administrative power.

### Public Comment

Unless held as an executive session or information session, committee meetings shall be open to the public. A member of the public present at a committee meeting may address the committee in accordance with law and other Board Policy and procedures. The committee may provide for additional opportunities for public comment at its discretion or as required by law.

Adopted: August 28, 1978

Revised: May 24, 1993

Revised: February 23, 2009

Revised: December 5, 2011

Revised: May 23, 2012

Tredyffrin/Easttown School District

*Military Leave*

The District shall grant military leaves conforming to the provisions of State and Federal Law.

Adopted: October 13, 1969  
Revised: May 23, 1994  
Revised: January 24, 2000

*Military Leaves of Absence*

Military leaves of absence, to which teachers and other professional employees, including administrators, are entitled, are those defined in Sections 1176 through 1181 of the Pennsylvania Public School Code of 1949, as amended. No salary is paid to the employee who has entered military service. However, the District pays the employee's contribution to the Retirement System in addition to its own share. These contributions are based upon the salary which the employee would have received if not in military service. The employee's retirement rights are therefore guaranteed to cover the length of time in military service, provided the employee returns to the District for a period of not less than one year following discharge.

All employees, either enlisted or commissioned, of any reserve component of the U.S. Army, Navy, Marine Corps, Air Force or Coast Guard, shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating on all days, not exceeding fifteen (15) days in any one year, when they shall, as members of such reserve components, be engaged in the active service of the U.S. or in field training ordered or authorized by the federal forces.



*Tutoring for a Fee*

Except in cases of assigned homebound instruction, teachers shall refrain from tutoring their current students for a fee. No tutoring or private lessons for which a teacher receives a fee will be carried on in the school building.

*Writing Across the Curriculum*

All teachers are responsible for providing opportunities for formal and informal writing appropriate to learning the subject matter in their disciplines, including essay answers to test questions, research papers, reports, reviews of articles and books, laboratory observations, and summaries, analyses and syntheses of information. Teachers should encourage precision in the use of grammar, punctuation, capitalization and other elements of manuscript form as part of the total effectiveness of writing.

*Classroom Field Trips*

Field trips that are planned as an integral part of the instructional program are permitted and encouraged. Although no specific number of trips is allotted to any teacher, class or school, trips will be limited by budgetary guidelines.

Chaperones and students shall adhere to all school policies and regulations during the course of the trip as if they are on school property.

Field trips are to be conducted according to the rules and regulations as set forth by the Superintendent of Schools.

### *Classroom Field Trips*

Field trips which are an integral part of the instructional program are authorized for the students of the District provided that provisions for such field trips are included in the annual budget.

#### *Definition*

A field trip shall be defined as a non-proprietary excursion authorized as an integral part of the school's instructional program and provided under the direction of a professional employee of the school district to one or more qualifying segments of the school district's membership.

#### *Application*

Each teacher contemplating a trip requiring the use of transportation and an expenditure of district funds is to confer with his/her principal before making any arrangements. After securing the principal's tentative approval, the teacher is to get the permission of an official of the institution or point of interest to bring a group for a visit. The teacher then is to prepare a field trip application, form 72E-1, and secure the principal's signature.

Each principal is to forward completed applications to the Director of Curriculum fifteen (15) days before the date of the trip. The Director of Curriculum is to review the field trip application to determine if the trip is consistent with the educational program.

#### *Notification*

The Director of Curriculum is to forward the field trip application to the Supervisor of Transportation for estimating cost and scheduling. The Supervisor of Transportation is to notify the principal as soon as a field trip has been definitely scheduled. Official notification to the teacher is to come from the principal.

#### *Changes to Trip Schedule*

When plans for an approved trip change for any reason, the following persons are to be notified as soon as possible: the teacher requesting the trip, the principal approving the trip, and the Supervisor of Transportation. Parents should be aware that unforeseen circumstances arise leading to cancellation of field trips. If a trip is cancelled, monies may not be refunded. All monies that are refunded to the District will be returned to the original payees (parents). The taxpayers of the District cannot be financially responsible for expenses incurred due to unforeseen cancellations of field trips.

*Number of Students*

There is to be no minimum and no maximum number of students required for the approval of a trip. The Supervisor of Transportation is to decide upon the use of school equipment. Whenever combined class sections can travel together to the same point of interest without harm to the instructional program, such trips are definitely preferable to trips for small groups or single classes.

*Approval of Student Attendance*

Each student going on a trip must have in advance the permission of the teacher accompanying the group, the principal of the school, and the written permission of his/her parent or guardian. The permission form for parent/guardian signatures must include date(s) of field trip, destination of trip, approximate time of departure, approximate time of return, means of transportation, number of chaperone(s), and a description of the activities and level of supervision provided including times when students are not directly supervised, if any. Individual schools are to assume the responsibility for the basic cost of the program. Individual students may be assessed for their share of the cost. However, under no circumstances will a student be denied the opportunity to participate as a result of financial limitations.

*Loading and Unloading Students*

All students making a trip are to assemble in one place for boarding the vehicle and are to be discharged from the vehicle in one place at the end of the trip, unless some other arrangement has been described in advance on the field trip application and has been approved by the principal and the Supervisor of Transportation.

*Supervision of Students*

The District recognizes its responsibility for ensuring safe conduct of those students it transports to and from school-sponsored activities taking place off school grounds. It is the responsibility of the building principal to assign an optimal number of adult chaperones to ensure the safety and welfare of those students. At least one member of the professional staff in addition to the driver must travel in each bus used for a trip. A staff member or adult approved by the principal must drive each automobile used for a trip, whether or not the vehicles used are owned by the school. During all T/E sponsored field trips, the professional staff will assume full responsibility for students. Therefore, it is incumbent upon the staff to inform chaperones of reasonable procedures to ensure student safety and appropriate behavior.

*Authority of Driver*

The driver is authorized to discontinue the trip and return to the school when in his/her judgment continuing the trip would seriously endanger the passengers.

For students whose parents have waived the student and sports accident insurance offered by the District, and for chaperones who are not employees of the District, optional trip

accident insurance shall be made available. Such insurance provides coverage only when the student or chaperone is participating in a school-sponsored trip off school property, including travel to and from the event. The premium is broken into two categories: (1) ski trips and (2) all other trips. The current premium (1998-99 school year) for a ski trip is \$2.20 per person/per day (not per night). The rate for all other trips is: one-day trip, \$1.10 per person/per day; two-day trip, \$1.65 per person/per day; and three-day trip, \$2.20 per person/per day. Premiums for any trip longer than three days or out of the country are determined individually based on the type of trip and the activities involved.

Prior to each trip, the coordinator shall collect the proper premium and forward a list of students and/or adults to be covered along with the premiums collected to the District Business Office. The District will hold the premium paid until the insurance company invoices the District and endorses the District Policy for the trip.

*Certificate of Insurance, Compliance with Section 1362*

Before a staff member and/or volunteer transports students on school business in his/her own car or another private motor vehicle, it is the responsibility of the building principal or supervising administrator to have the staff member and/or volunteer present a "Certificate of Insurance" from her/his insurance company or agent specifying the following limits of liability:

Bodily Injury Liability for Each Person	-	\$100,000.00
Bodily Injury Liability for Each Accident	-	\$300,000.00
Property Damage Liability for Each Accident	-	\$ 10,000.00
Or Combined Single Limit of Liability	-	\$300,000.00

Principals and supervising administrators are to keep these "Certificates of Insurance" on file in their offices and to maintain a constant check of staff members and/or volunteers who transport students to insure that they meet these minimum limits of liability. In the event a "Certificate of Insurance" is not available, a copy of the Declarations page showing the vehicle, policy period and limits of liability is acceptable.

When contracted bus service is required, it is the responsibility of the building principal or supervising administrator to insure the appropriate insurance coverage is in force at the time of use.

Adopted: April 1988  
 Revised: April 22, 1998  
 Revised: July 1, 2005  
 Revised: June 22, 2006

### Model School Field Trip Proposal Form

**This form must be submitted to the responsible administrator at least three weeks prior to the proposed field trip.**

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Field Trip \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher Submitting Proposal: \_\_\_\_\_

Grade Level of Students: \_\_\_\_\_

Number of Students Participating \_\_\_\_\_

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

Place(s) to be Visited: \_\_\_\_\_

\_\_\_\_\_

Destination & Length of Trip: \_\_\_\_\_ / \_\_\_\_\_  
City - State / Mileage (One way)

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

Time and Place of Departure: \_\_\_\_\_

Time and Place of Return: \_\_\_\_\_

Transportation: (please check)

\_\_\_\_\_ School Bus      Bus Company Name \_\_\_\_\_

\_\_\_\_\_ Charter Bus      Bus Company Phone (\_\_\_\_) \_\_\_\_\_

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

What financial implications are there for the parent, student and school?

\_\_\_\_\_  
\_\_\_\_\_

Will any students not participate? If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Cost per student (Transportation, meals, admission, etc.) We do not want students not participating because of lack of money!

Sources of funds for field trip:      Transportation \_\_\_\_\_

Student Needs \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Provisions for meals:      Breakfast: \_\_\_\_\_

Lunch: \_\_\_\_\_

Dinner: \_\_\_\_\_



Have safety and proper behavior been discussed with students? (Circle)

YES

NO

Educational Purpose(s) for the Field Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of learning activities prior to the field trip:  
\_\_\_\_\_  
\_\_\_\_\_

Summary of field trip activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of planned follow-up activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



List who will be supervisors on the field trip (attempt to get one adult for each 10-15 students):

Parents or Adults

Teachers/School Personnel

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please attach copies of the parent permission slip and the written description of the field trip that will be sent to parents. (See District form administrative Regulation 6153)

Approve/Disapprove      Date \_\_\_\_\_

Administrative Signature \_\_\_\_\_

Send copies of approved proposals to: Originator  
Food Service  
Transportation (Attach request for transportation)

SCHOOL \_\_\_\_\_

**Model Permission Form for One Day Field Trips**

My child, \_\_\_\_\_ grade \_\_\_\_\_, homeroom \_\_\_\_\_, has my permission to participate in the field trip to \_\_\_\_\_ on \_\_\_\_\_.  
(location) (date(s))

**Insert description of trip, including:**

- general description of trip
- time of departure and return
- mode of transportation
- provisions for supervision and ratio students to chaperones
- identify chaperones
- any special considerations or instructions
- cost

In granting this permission, I understand that my child is required to abide by all \_\_\_school and Tredyffrin/Easttown School District codes of conduct as a condition for participation in this field trip. I have discussed this condition with my child and represent that she/he agrees to this condition. Tredyffrin/Easttown School District will not be responsible for unrefunded monetary deposits lost due to the cancellation of this trip for any reason.

**Include the following for Conestoga High School students:**

If my child is over the age of eighteen (18) years, he/she assents to the above and to abide by all Conestoga High School and Tredyffrin/Easttown School District codes of conduct as a condition for participation in this trip as witnessed by his/her signature.

Signed: \_\_\_\_\_  
(parent or guardian)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (day): \_\_\_\_\_

Phone (home): \_\_\_\_\_

Signed: \_\_\_\_\_  
(student/over age of 18 only)

**FIELD TRIP MEDICAL INFORMATION  
CONESTOGA HIGH SCHOOL**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian Work Phone Number(s) \_\_\_\_\_

Parent/Guardian Cell Phone Number (s) if applicable \_\_\_\_\_

List current medication (s) being taken: \_\_\_\_\_

\_\_\_\_\_

I would like my child's medication during this school field trip handled in the following way:

Please circle one option. 1. My child will not be taking the above medication (s) during this trip.

2. I will supply the medication(s) to a school staff member who is accompanying the group. My child may take his/her medication supervised by a staff member.

Specify any known allergies to drugs, insect bites, food, or substances: \_\_\_\_\_

History of past illness that may affect emergency treatment: \_\_\_\_\_

Health/Hospital Insurance: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Staff may provide if needed: Advil **YES** \_\_\_ **NO** \_\_\_ Tylenol **YES** \_\_\_ **NO** \_\_\_ Benadryl **YES** \_\_\_ **NO** \_\_\_

If emergency treatment is required, I authorize the Director in charge of this trip to act in my behalf to secure the most accessible medical services.

**Parent or Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_