

Policy Committee Agenda
Thursday, February 1, 2018 7:00 p.m.
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the January 11, 2018 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - Policy and Regulation 8120: Food and Nutrition Services
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - Regulation 5225: Student Records
- 6. Policies and Regulations for Review and Discussion**
 - Policy and Regulation 3323: Procurement
 - Policy and Regulation 3380: Travel Reimbursement
 - Regulation 4031: Resignations from Employment
- 7. Future Meetings**

Meetings for the remainder of the 2017-2018 school year will be March 1, 2018, April 5, 2018 and May 3, 2018. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

2018 Policy Committee Goals:

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continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.

**Draft Pending Committee Approval
Policy Committee Meeting
Thursday, January 11, 2018
T/E Administrative Offices, Room 200
7:00 p.m.**

Board Committee Members: Kate Murphy, Chair; Todd Kantorczyk, Ed Sweeney, Kyle Boyer

Other Board Members: Scott Dorsey, Michele Burger, Tina Whitlow

T/E School District Representatives: Rich Gusick, Ed Diasio, Mark Cataldi, Art McDonnell, Dave Preston, Jeanne Pocalyko, Chris Groppe

Community Members: None

Approval of Minutes: The minutes of the November 9, 2017 meeting were approved.

Public Comment

None.

Review of Policies for 2nd Reading

Policy and Regulation 5114: Attendance Records

The Policy was recommended to be repealed and the Regulation to be rescinded as Policy and Regulation 5113: Procedures for Enforcing School Attendance has been comprehensively revised to include attendance records, and the records retention provisions are incorporated into revisions to Policy and Regulation 5225: Student Records. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018.

Policy and Regulation 5225: Student Records

The Policy and Regulation were revised to reflect legal requirements and current practice regarding student records. The Policy and Regulation encompass the collection, retention, disposition and security of student records, along with the duty to maintain the confidentiality of student records. Furthermore, the Policy and Regulation include information about parent and student access rights, maintenance/destruction of student records, legal hold procedures, release of information, record-keeping of disciplinary incidents, request for amendment of records and a record retention schedule. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation had further revisions and will be brought back to the committee at the next meeting.

Policy and Regulation 5121: Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers

This new Policy and Regulation were presented to reflect the District's current practices, which comply with applicable law. Disclosure of required student information about secondary students to representatives of postsecondary institutions, prospective employers and representatives of the Armed Forces of the United States is permitted, as required by law, subject to an opt-out process. Postsecondary education representatives, military recruiters and prospective employers are provided with the same access to secondary students, as required by law. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation was approved at the November 9, 2017 meeting and will be posted when the Policy is formally adopted.

Policy 6300: Adult Education

The Policy was recommended to be repealed as Policy and Regulation 7040: Use of Facilities addresses adult groups using District facilities. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018.

Policy and Regulation 8020: Supplies

The Policy was last reviewed in 2006 and was revised to indicate that the Business Manager, building principal or their designee(s) will ensure that adequate amounts of supplies are available. The Regulation further specifies that the building principal or designee is responsible for all school supplies and the Business Manager or designee is responsible for all non-school supplies. Department chairs, team facilitators and principals must submit completed requisitions, and orders may not be placed until approved. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation was approved at the November 9, 2017 meeting.

Policy and Regulation 8021: Telephones

The Policy was last reviewed in 2006 and was revised to reflect the current use of District-provided mobile phones. District employees are provided mobile telephones for school business purposes when necessary to perform their work-related duties in an efficient and effective manner. Individuals who are issued a District-provided mobile telephone may use it for personal reasons in the event of an emergency or on a limited incidental basis, so long as such use does not interfere with the employee's performance of their job responsibilities or disrupt normal school or District operations. Individuals who are issued a District-provided mobile telephone are required to complete a Mobile Telephone Usage Agreement which outlines the terms governing use of the device. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation was approved at the November 9, 2017 meeting.

Information

None

Follow Up from Previous Policy Committee Meeting

None

Policies and Regulations for Review and Discussion**Policy 5455: Homeless Students**

The Policy was reviewed and non-substantive changes were made for readability and clarity, including the designation of the Director of State and Federal Programs as the District's liaison for homeless students and families. In accordance with Policy 9330: Formation of New and Revision of Existing Board Policies, the non-substantive changes were announced at the December 4, 2017 Board Meeting and then the Policy was posted on the District website.

Policy and Regulation 8120: Food and Nutrition Services

A review of the Policy and Regulation was completed after the Pennsylvania Public School Code was changed to incorporate amendments prohibiting schools from denying a qualifying meal to any student who requests one but does not have the money or funds in their account to pay for the meal at the time of service. While the Regulation already provided the aforementioned provision, there were particular elements of the new law, as well as guidance from the Pennsylvania Department of Education that prompted revisions. Revisions to the Policy were made to clarify language regarding free and reduced price meals and to incorporate a cross-reference to Policy and Regulation 5402: Student Wellness and Nutrition regarding food sales and fundraisers involving food. The Regulation specifies that a student's

meal status is always kept confidential. Parents/guardians may request in writing that their child be restricted from purchasing a la carte food items and meals at any time. Even if a student is unable to pay for a meal or has a negative meal account balance, a student may not be publicly identified or stigmatized and the school will not require a student to discard a school meal after it has been served. In addition to purchasing a meal, students are permitted to charge a la carte food items, as long as their balance owed is less than \$50. Once a student's account balance is \$5.00 or less, their parent/guardian will be notified at least weekly via email or an enveloped marked "confidential." Notifications will be given to resolve an outstanding account balance and parent/guardians will be informed of the procedures to apply for the school food program. If a good faith effort is not made towards payment of an outstanding balance due, then a referral to an outside authority or agency may be made. The Policy will be sent to the Board of School Directors for a first reading at their meeting on January 22, 2018. The Regulation was approved with revisions.

Policy and Regulation 6141: Equal Opportunity and Non-Discrimination of Students in School and Classroom Practices

A change to the title of the Policy and Regulation was made to include equal opportunity. It is the policy of the District to provide an equal opportunity, free from discrimination, for all students. The committee discussed reporting requirements and procedures. The Policy and Regulation will be brought back to the next meeting after further review and proposed revisions.

Policy and Regulation 4001: Equal Opportunity and Non-Discrimination in Employment Practices

A change to the title of the Policy and Regulation was made to include non-discrimination. It is the policy of the District to provide all persons equal access to all categories of employment in the District, free from discrimination. The committee discussed reporting requirements and procedures. The Policy and Regulation will be brought back to the next meeting after further review and proposed revisions.

Policy 6140: Equal Opportunity

The Policy was recommended to be repealed as Policies and Regulations 6141 and 4001 are being revised to incorporate the contents of this Policy. The Policy will be brought back to the committee in conjunction with further revisions to Policies and Regulations 6141 and 4001.

Other

2018 Policy Committee Goals

The Policy Committee Goals as stated below remained the same.

Future Meetings

Meetings for the remainder of the 2017-2018 school year will be February 1, 2018, March 1, 2018, April 5, 2018 and May 3, 2018. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

Adjournment

The meeting adjourned at 9:05 PM.

2017 Policy Committee Goals:

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

Food and Nutrition Services

The food and nutrition services program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, national origin, marital status, pregnancy or handicap/disability.

Operation and supervision of the food service program shall be the responsibility of the Supervisor of Food and Nutrition Services and the Business Manager.

National School Lunch/Breakfast Program

The District participates in the National School Lunch/Breakfast Program as the sponsoring agency for the Food and Nutrition Services program in its schools, implementing the National School Lunch Act. Free and reduced price meals shall be provided to students who meet the required eligibility criteria. ~~cannot afford to pay the price of the "Type A" meals in accordance with federal eligibility guidelines.~~ Students shall also be permitted to bring their lunches from home and may purchase food, beverages, and incidental items in all schools at appropriate times.

Free/Reduced-Price Meals

The District shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.

Non-School Food Sales

Food sales by approved organizations in middle schools will not begin before 2:00 p.m. In the senior high school, approved organizations may not conduct food sales one hour before and during the school's officially designated lunch period. Food sales and fundraisers involving food must comply with the requirements contained in Board Policy and Administrative Regulation 5402 (Student Wellness and Nutrition).

Price and Selection of Meals

The Board shall set the price ~~of meals for students and adults for the Type A meal~~ consistent with federal and state guidelines. A la carte items shall be priced competitively by the Supervisor of Food and Nutrition Services and reviewed by the Business Manager.

To reinforce the District's commitment to nutrition and student wellness, foods served in school cafeterias shall (1) be carefully selected to contribute to students' nutritional well-being and health; (2) meet the nutrition standards specified in law and regulations and approved by the Board; (3) be prepared by methods that will retain nutritive quality, appeal to students, and foster

lifelong healthy eating habits; and (4) be served in age-appropriate quantities, at reasonable prices.

Cafeteria Funds

The Food and Nutrition Services Program shall be operated on a nonprofit basis. All monies derived from this program, or contributed to it, shall be deposited in a separate Cafeteria Fund. All income accruing from the operation of the program shall be used only to reduce the price of meals to paying students, to improve the quality of meals, and to purchase and maintain supplies, services, and equipment.

Financing and Accounting

The Food and Nutrition Services Program shall keep accounts and records and make reports as prescribed by the Pennsylvania Department of Education and the Board. Such accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved for such time as the Department of Education may lawfully prescribe.

Purchasing

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board ~~policy~~ Policy and administrative regulations.

Sanitation / Food Safety Inspections

The District shall comply with federal requirements in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

The Food and Nutrition Services Program shall comply with the sanitation requirements of the Pennsylvania Department of Health and the Chester County Department of Health, including engaging food handlers with proper certification, frequent review of sanitation rules and regulations, fastidious care in the handling and storage of foods and maintenance of equipment, observation and on-the-job training of personnel, and regularly scheduled thorough cleaning of the entire kitchen area.

The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

The District shall post the most recent inspection report and release a copy of the report to members of the public upon request to the extent required by law.

Accommodating Students With Special Dietary Needs

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board ~~policy~~Policy.

Professional Standards For Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this ~~policy~~Policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both District-operated food service programs and contracted food service programs.

Delegation of Authority Regarding Unpaid Balances

The Superintendent or designee ~~is authorized to~~shall develop and promulgate regulations addressing the following:

- Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
- Method in which students and parents/guardians are notified when the student's account reaches a specified levels. ~~At least one (1) advance warning shall be given to the student and parent/guardian.~~
- Procedures for providing students with meals when the student forgets or loses the student's money or when the student's account has insufficient funds.
- Procedures governing the collection of money for negative balance student accounts.

[Cross Reference: Board Policy and Administrative Regulation 5402 \(Student Wellness and Nutrition\)](#)

Adopted: October 8, 1979

Revised: June 15, 1987

Revised: January 24, 1994

Revised: November 28, 2005

Revised: April 24, 2006

Revised: June 13, 2016

First Reading: January 22, 2018

*Food and Nutrition Services*School Meal Account Procedures / Meal Charging Policy

A student's meal status is always kept confidential. All students have accounts to purchase their meals and are treated the same at the register.

Parents/guardians are responsible for their student's cafeteria food purchases and are expected to maintain payments on any outstanding account balance for cafeteria food purchases. Parents/guardians may request in writing that the District restrict their child's purchase of a la carte food items and or meals at any time.

The procedures for notifying parents/guardians of low and negative balances and collecting negative balances are detailed below. However, students will be permitted to charge meals (breakfast and/or lunch), and will not be denied ~~food-service purchases a meal~~, on account of the insufficient funds in their student meal accounts, ~~unless requested by the parent/guardian in writing.~~ In addition to purchasing a meal, Sstudents are permitted to charge a la carte and other nonprogram food items, which shall include all foods and beverages other than reimbursable meals or snacks, even if their individual student meal accounts lack sufficient funds, as long as their balance is not a negative \$50 or more. Notwithstanding the foregoing, the District will initiate procedures to restrict such purchases when the student's negative meal account balance exceeds \$50 and the student will only be permitted to purchase a breakfast and lunch meal, unless the student's parent/guardian requests in writing that the District restrict the purchase of a la carte and other nonprogram food items prior to the student's negative account balance reaching this level.

~~Parents/guardians are responsible for their student's cafeteria food purchases and are expected to maintain payments on any outstanding account balance for cafeteria food purchases. Parents/guardians may request in writing that the District restrict their child's purchase of a la carte and other nonprogram food items at any time.~~

Students may not be publicly identified or stigmatized, or required to perform chores or other work when they cannot pay or have a negative student meal account balance. Schools will not require a student to discard a school meal after it has been served to the student, even if the student is unable to pay for the meal or has a negative student meal account balance.

Low & Negative Account Balance Notification

If students have an account balance of \$5.00 or less, ~~they their~~ parent/guardian will be notified at least weekly via email or a notice distributed in homeroom or in student folders that are brought home to the parent/guardian. The envelope containing this notice

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should be marked “confidential – to be opened by addressee only.” If the student’s outstanding account balance due reaches or exceeds five (5) school meals, including breakfasts and/or lunches or \$20.00, a request for payment letter will be mailed or emailed to the student’s ~~home address~~parent/guardian, which shall also include a request that the parent/guardian apply to participate in the school food program. In addition, a school official will contact the parent/guardian to resolve the outstanding account balance due by one or more of the following methods: telephone, electronic communication, certified letter, and again request that the parent/guardian apply to participate in the school food program. These contacts will continue until the outstanding account balance due is satisfied or has been determined to be uncollectible.

If the student’s outstanding account balance due is in excess of \$50.00 and remains unpaid for more than 30 days, the parent/guardian may incur additional collection charges on the outstanding balance up to 10% of the amount due. If a good faith effort is not made towards payment of the outstanding balance due, ~~other services may be denied and the outstanding account balance due~~then a referral may be referred to an outside authority or agency may be made.

Parents/guardians experiencing economic hardships may request payment arrangements from the District.

Additional Information

The Principal or designee shall notify Food and Nutrition Services regarding departing students so that account balances can be rectified prior to their departure. Information on meal prices, menus, how to apply for free or reduced priced meals, how to check a school meal account balance or add funds to such accounts can be found on the District’s Food and Nutrition Services webpage.

Delinquent School Meal Account Debt

After taking reasonable steps to collect delinquent school meal debt, which shall include at least one-two written correspondences, as outlined above, to the student’s parent/guardian, unrecovered/delinquent debt at the end of each school year shall be referred to the Business Manager for appropriate action. Such unrecovered/delinquent debt shall be considered bad debt and non-federal funding sources must repay the Food Service Fund for the total amount of such unrecovered/delinquent debt. Delinquent school meal debt shall not be classified as bad debt for write off purposes until after reasonable steps have been taken to collect such delinquent school meal debt.

From time to time, parents/guardians or other individuals may choose to donate funds to the District. Donated funds may not be co-mingled with food service funds from federal or state sources or food sales. Instead, donations must be made to the District's General Fund, and transferred to the Food Service Fund at the appropriate time to offset

{01563769 } Adopted: November 2005

Revised: October 20, 2016

Revised: May 18, 2017

Tredyffrin/Easttown School District

unrecovered/delinquent student meal debt. Donated funds will not be applied to individual student meal account balances, but instead as an overall reduction of the amount of funds that would otherwise need to be transferred from the General Fund to the Food Service Fund at the end of the school year to repay the Food Service Fund for unrecovered/delinquent debt.

Distribution

This Administrative Regulation, detailing the District's local meal charge policy, shall be provided in writing to each household at the beginning of the school year, and during the school year to households who transfer to the District during the school year.

Student Records

~~The following words and terms, as used in the Family Educational Rights and Privacy Act of 1974 as amended (“FERPA”), have the following meanings, unless the context indicates otherwise:-~~

Definitions

Student means any individual who is or has been in attendance at the Tredyffrin/Easttown School District (“the District”) and for whom the District maintains records.

Parent means a parent of a student, and includes a natural parent, a guardian, or an individual legally acting as a parent of a student in the absence of a parent or guardian (i.e. surrogate parent).

Directory Information includes, but is not limited to, the following information relating to a student: the student/family members’ name, address, telephone number, electronic mail address, photograph, date and place of birth, years of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Directory information does not include a student’s Social Security Number, grades, status as a student with special needs, or any other information that is not specifically identified in the prior paragraph.

Directory information may include a student identification (ID) number or personal identifier as long as the ID number or identifier cannot be used to gain access to educational records without another factor (such as a PIN or password) possessed only by the authorized user.

Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or designee.

Destruction means the physical destruction or permanent removal of personally identifying data from the education records of a student, so that the information in those records is no longer personally identifiable.

Disclosure means permitting access or the release, transfer, or other communication of personally identifiable information contained in education records of the student orally, in writing, by electronic means, or by any other means to any party except the party identified as the party that provided or created the record.

Educational Agency means any public or private agency to which the Family Educational Rights and Privacy Act (“FERPA”) applies.

Education Records ~~records~~ –(or **Student Records**) means ~~Those~~ those records that are directly related to a student and maintained by the District or a party acting for the District. They do not include:

- a. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student.
- ~~d~~c. Other records specifically excluded from the definition of education records under FERPA and its implementing regulations.

Eligible Student means a student who has attained eighteen (18) years of age or a student who is attending an institution of post-secondary education at any age. In the case of a dually enrolled student, the District and the postsecondary institution at which the student is enrolled may exchange relevant information on the student. If the student is under eighteen (18) years of age, the parents still retain the rights under FERPA at the District and may inspect and review any records sent by the postsecondary institution to the District.

Electronically Stored Information (ESI) includes, but is not limited to, emails and electronic documents. The possible sources/locations of ESI are individual hard drives, local and remote servers, removable media and devices used to conduct school district business.

Personally Identifiable Information ~~information~~ – means ~~Data~~ data or information including the following:

- ~~a.~~
- a. ~~(a)~~ The name of a student or the name of any of the student's family members.
- ~~b.~~
- b. ~~(b)~~ The address of the student or of the student’s family.
- ~~c.~~
- c. ~~(c)~~ A personally identifying piece of information such as the student's telephone number, student ID, biometric record, or social security number.
- ~~d.~~
- d. ~~(d)~~ Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.

~~e.—~~

~~e. (e)~~ Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

~~f.—~~

~~g.f. (f)~~ Information requested by a person who the agency or institution reasonably believes to know the identity of the student to whom the education record relates.

Biometric Record, as used in the definition of “personally identifiable information,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

School Officials refer to persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a Board member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official under certain circumstances.

Legitimate Educational Interest means needed in order for the school official to fulfill their designated professional responsibilities.

Protection of confidentiality

The District shall protect the confidentiality of personally identifiable information ~~at in~~ the collection, storage, disclosure and destruction ~~of stages of that information~~ student records.

Annual notification of rights (See Attachment 2)

The District shall give parents of students in attendance or eligible students in attendance at the District annual notice by such means as are reasonably likely to inform them of their rights under FERPA including the following:

1. The right to inspect and review the student’s education records.
2. The right to seek amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file with the Department of Education a complaint concerning alleged failures by the District to comply with FERPA.

Parent access rights

Parents, as defined above, have a right to inspect ~~and~~, review and copy education records maintained by the District relating to a their child of that parent in the presence of a school official. Parents wishing to inspect, review or copy such records should submit a written request to the school principal or designee ~~[or appropriate school official]~~ a written request that ~~identified~~ identifies the record(s) they wish to inspect, review or copy. ~~The District, upon request of a parent, shall permit the parent to inspect and review education records relating to a child of that parent. A school~~ The District shall comply with a proper ~~the~~ request within a reasonable period of time, but not exceeding 45 days after the request is received.

If circumstances effectively prevent the parent from exercising the right to inspect and review the student’s education records, the District shall:

- ~~a.—~~
- a. (a) Provide the parent with a copy of the records requested; or
- ~~b.—~~
- ~~e.—~~
- d.b. Make other arrangements for the parent to inspect and review the requested records.

The District may charge a fee for a copy of an education record in accordance with this Administrative Regulation.

The right to inspect, review or copy education records includes:

- ~~a.—~~
- a. (a) The right of a parent to request ~~of~~ and receive from the District a reasonable explanation and interpretation of information contained in the education records of the child.; and
- ~~b.—~~
- b. (b) The right of a parent to designate a representative who will inspect, review or copy the records.

If an education record of a student includes information on more than one student, the parent may inspect, review or be informed of only the information relating to their child. A parent has the right to copy an education record originally containing information on more than one child, but prior to doing so, the District shall delete, redact, or otherwise

remove from the record any personally identifiable information concerning any child who is not the child of the parent.

In cases involving separation, divorce, or custody in which the law views both parents as legal guardians, both the parent with whom the child resides and the parent with whom the child does not reside enjoy the same rights and privileges regarding review of and access to student records absent a court order to the contrary.

In case of divorce, unless there are extenuating or limiting circumstances, both natural parents retain the legal right to review of student records. In cases where the divorce decree limits the rights of the non-custodial parent with respect to visitation or knowledge of the child, the non-custodial parent shall be denied access to the child's records. The burden to produce the court order to deny access is on the parent seeking to deny access. In order to protect the interests of the District, when a divorced non-custodial parent requests access to a child's records, and there is no court order or other legally binding document denying access on file, that parent may be requested to complete a Records Access Affidavit. The completed Affidavit shall be retained in the student's file.

Student access rights

Whenever a student becomes an eligible student, as defined above, has attained 18 years of age, the rights accorded to and the consent required of the parent of the student under FERPA shall thereafter be accorded to and required of only the student.

Access of records

The ~~school~~ District shall keep an access record of each individual, organization or agency other than school officials, as defined above, that requests for access to and each disclosure that is made of personally identifiable information from the education records of each student, ~~as well as the names of State and local educational authorities, or U.S. officials listed in FERPA that may make further disclosures of personally identifiable information from the student's education records without consent under FERPA.~~ The access record shall include the name of the party, the date access was given and the legitimate interests for which the party was allowed to use the records. - In the event that the District discloses personally identifiable information from education records of a student under the health or safety emergency exception outlined in FERPA, the District shall further record the following the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure.

Personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student or as permitted by law.

In the event that the District discloses personally identifiable information from an education record with the understanding that the party receiving the information may make further disclosures as authorized under by FERPA or other applicable law, the access record shall include the names of the additional parties to which the receiving party may disclose the information on behalf of the District, and the legitimate interests

which each of the additional parties has in requesting or obtaining the information.

~~The~~The parent following parties shall have the right to inspect and review the access record: (1) the parents(s) or eligible student; (2) the school official or their assistant(s) who are responsible for the custody of such records; and (3) those parties authorized by FERPA for the purposes of auditing the recordkeeping procedures of the District. ~~kept for the education records of his child.~~

~~A record of the professional district employees who have gained access to the education records of a student, is not required.~~

Maintenance of records

~~The principal shall be responsible for insuring that the education records' confidentiality policies and procedures are enforced and administered.~~

~~The District shall:~~

- ~~• annually notify parents of the policies and procedures regarding student education records and the rights of parents under both State and Federal law concerning the confidentiality of education records.~~
- ~~• develop a system of safeguards which will protect the confidentiality of personally identifiable information at the point of collection, storage, release and destruction.~~
- ~~• provide training and instruction in the implementation of Federal, State and local records policy requirement for agency personnel who collect or use personally identifiable information.~~
- ~~• maintain for public inspection a current listing of the names and positions of agents and employees of the agency who are authorized by the agency to have access to personally identifiable information.~~

Maintenance/Destruction of student records

~~Destruction means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable.~~

Information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed as delineated in the Student Records Retention Chart (see Attachment 1). The timelines listed in Attachment 1 reflect minimum retention periods. The District shall make a good faith effort to periodically and systematically review and destroy records as contemplated in Attachment 1; however, nothing in this Administrative Regulation shall be construed as a guarantee that every applicable record will be destroyed on the exact date on which the minimum retention period has been satisfied. Furthermore, the District may retain a written record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed indefinitely.

Notwithstanding the minimum retention periods listed in Attachment 1, the District will comply with any court order directing the expungement or destruction of student records upon the terms and conditions outlined in such court order.

Any student records not specifically identified on the chart shall be referred to the Director of Individualized Student Services for review. ~~A written record of a student's name, address, telephone number, grades, attendance records, classes attended, grade-level completed and year completed shall be maintained for at least 100 years beyond the date the student attains the age of 24.~~

~~The District shall send written notification to the parents which shall inform the parents of their right to receive a copy of the material to be destroyed, prior to the destruction of the information.~~

The destruction of records of students with disabilities is subject to the following conditions:

~~a.—~~

~~b.—~~

a. The District shall inform the parents of a student with a disability when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student, and as a result, will be destroyed. Parents shall be provided notice of their right to receive a copy of the material to be destroyed prior to its destruction.

~~c.—~~

~~d.—~~

b. The District shall not destroy education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the District.

~~e.—~~

~~f.—~~

g.c. The District shall maintain records needed for a financial or programmatic audit of any program receiving Federal funding for three years after the completion of the activity for which the funding was used.

Legal hold procedures

When a matter is likely to lead to litigation by or against the District, a “legal hold” will be placed on the relevant matter(s), requiring that education records, including ESI, relating to the matter be retained by the District until such time as the legal hold is lifted, regardless of minimum retention periods that would dictate otherwise.

Because of the variety of matters that could lead to litigation by or against the District, the responsibility to identify such matters rests with District employees. Principals and other supervisors are responsible for informing staff whom they supervise of their responsibilities to preserve and produce items covered by a legal hold.

When a District employee has reason to believe that a matter may give rise to potential litigation, that employee shall:

1. advise their immediate supervisor, building supervisor, or the appropriate central office administrator of the matter and, if requested by the supervisor, prepare a written report stating what the individual saw and/or heard, the names of the people and entities involved, and the names of any witnesses; and
2. preserve education records relating to the matter pending a determination regarding whether a legal hold is necessary.

The administrator shall then forward a written report to the Superintendent or designee, who, in consultation with the Solicitor, will determine whether to place a legal hold on education records, including ESI, relevant to the incident(s).

If a legal hold is implemented, then the Superintendent or designee shall direct the appropriate administrator(s) to make all reasonable efforts to retrieve and maintain any archived ESI before that data is purged and to further prevent potentially relevant records from being purged or deleted.

The Superintendent or designee shall direct the appropriate administrator(s) to advise District employees involved with the incident(s) or matter(s) at issue to retain all documents, data and information regarding the matter including, but not limited to, email communications, texts, notes, letters and voice mail messages pending further notice.

If a matter is settled or resolved, or the relevant statute of limitations has run out or it otherwise becomes apparent that litigation is not likely to arise, then the Superintendent or designee, in consultation with the Solicitor, will release the legal hold and the retained and stored documents may then be disposed of in accordance with the District's ordinary document retention policies.

Release of information

The following standards apply regarding the release of information:

Written parental consent shall be obtained before education records or personally identifiable information contained therein is released to any party unless one of the exceptions listed in § 99.31 of the FERPA regulations apply. Examples of the exceptions include, but are not limited to, the following:

1. Directory information, if the District has given public notice to parents of students in attendance and eligible students in attendance of:
 - The types of personally identifiable information that the District has

designated as directory information:

- A parent's or eligible student's right to refrain from designating ~~any~~ ~~refuse to~~ ~~let the District~~ designate any or all of those types of information about the student as directory information; and
- The period of time within which a parent or eligible student has to notify the District in writing that the student ~~he or she~~ does not want any or all of those types of information about the student designated as directory information.

The District may disclose directory information about former students without complying with the notice and opt out conditions listed above. However, the District must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

A parent or eligible student may not use the right above to opt out of directory information disclosures to prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

The District may not disclose or confirm directory information without meeting the written consent requirements if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

2. The disclosure is to other school officials whom the District has determined to have legitimate educational interests. A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official provided that the outside party performs a District service or function for which the District would otherwise use employees; is under the direct control of the District with respect to the use and maintenance of education records; and is subject to the requirements of FERPA governing the use and re-disclosure of personally identifiable information from education records. The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate education interests.
3. The disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The records have been subpoenaed by a judicial authority, but only if the District makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a subpoena and the court or other issuing agency has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

5. The disclosure is in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals.

~~4.~~ A state or local child welfare agency caseworker or other representative is permitted to have access to the student's educational records without having to obtain parental consent or a court order. This exception applies to children for whom the public child welfare agency has legal responsibility for their care and protection, specifically those children in the legal custody of the agency who are placed in out-of-home care. This would include children placed under a voluntary placement agreement and shared case responsibility youth who have been adjudicated dependent. Proof of the relationship with the child must be provided.

6.

~~(a) The information released is directory information and the release is made under the conditions noted below.~~

~~(b) The disclosure is to other school officials (including teachers, contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions) within the District whom the District has determined to have legitimate educational interests.~~

~~(c) The agency requesting the information or record is a school district, school system, or institution of postsecondary education in which the student is enrolled or seeks to be enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.~~

~~(d) The records have been subpoenaed by a judicial authority.~~

~~(e) A state or local child welfare agency caseworker or other representative is permitted to have access to the student's educational records without having to obtain parental consent or a court order. This exception applies to children for whom the public child welfare agency has legal responsibility for their care and protection, specifically those children in the legal custody of the agency who are placed in out-of-home care. This would include children placed under a voluntary placement agreement and shared case responsibility youth who have been adjudicated dependent. Proof of the relationship with the child must be provided.~~

Special procedures regarding record-keeping regarding student disciplinary records

Records requested by school in which student seeks to enroll

Each principal or designee shall be responsible for recording and retaining records of student disciplinary actions.

The District shall disclose a student's disciplinary records to the following:

- a. Whenever a District student transfers to another school entity or nonpublic school, a certified copy of the student's disciplinary record shall be transmitted to the school entity or nonpublic school to which the student has transferred, upon written request by the school entity or nonpublic school to which the student has transferred. The disciplinary record shall be supplied to the receiving school within ten (10) days from receipt of the written request to supply a certified copy of the student's disciplinary record. The requirements of this section apply as well to transfers between schools within the District. The District shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.
- b. In the event that the District reports a crime committed by a child with a disability, the District must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the District reports the crime, but only to the extent permitted by FERPA and this regulation.
- c. All other requests for disciplinary records, including records requested by post-secondary institutions, will not be disclosed without written parent/guardian consent.

~~If requested, whenever a student transfers to another school entity or nonpublic school, a certified copy of the student's disciplinary records shall be transmitted to the school entity or nonpublic school to which the student has transferred. The school entity or nonpublic school to which the student has transferred should request the record. The disciplinary record shall be supplied to the receiving school within ten (10) days from receipt of the request to supply a certified copy of the student's disciplinary record. The requirements of this section apply as well to transfers between schools within the District. There is no requirement that parental consent be obtained for this information to be transferred.~~

~~Requirements for parental consent~~

~~If, under this section, parental consent is required for release of information, the school shall provide the parents with the records that are being requested, the reason the release was requested, the party or agency requesting the release and the party or agency to which the release is to be made.~~

~~Requirements when student with a disability is reported for a crime~~

~~In the event that the District reports a crime committed by a student with a disability, the District will ensure that copies of the special education and disciplinary records of the student are transmitted in compliance with FERPA.~~

~~Directory information~~

~~The following standards regarding directory information apply:~~

~~Former student—the school may, without parental consent, release information from the education records of an individual no longer enrolled in that agency if the information is~~

~~directory information.~~

~~Present student~~

~~(a) An agency may, without parental consent, release personally identifiable information from the education records of a student who enrolled in the agency if the information has been designated as directory information.~~

~~(b) The District shall give parents annual notice of the categories of information that have been designated as directory information and shall allow the parents of each student a reasonable amount of time to inform the District in writing that any or all of the student's information designated as directory information shall not be released without the parent's prior consent.~~

~~Secondary student~~

~~(a) The District shall release, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.~~

~~(b) A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (a) not be released without prior written parental consent, and the building principals or his or her designee shall be responsible for notifying parents of the option to make a request and shall comply with any request.~~

Parents' request for amendment of records

Request to amend - A parent who believes that information in education records collected, maintained or used under this section is inaccurate or misleading or violates the privacy or other rights of the ir child may request the school to amend the information.

(a) The school principal shall decide whether to amend the record information in accordance with the request of the parent within a reasonable time after receipt of the request to amend.

(b) If the principal decides to refusedeclines to amend the information-record(s) in accordance with the request of the parent, the parent shall be informed of the refusal and the specific reasons for the refusal. The parent (also) and shall also be notify-notified the parent in writing of the right to request and receive a hearing to challenge the decision of the school principal.

Records hearing - The District shall, on parent request, provide the parent with an opportunity for a hearing to challenge information in education records if the parent alleges that the information is inaccurate, misleading or otherwise in violation of the

privacy or other rights of their child. The hearing shall be conducted according to the following:

(a) The hearing shall be held within a reasonable time after ~~it has received~~ the request ~~for the hearing from the parent or eligible student~~ has been received.

(b) Notice shall be given to the parent or eligible student of the date, time, and place of the hearing, reasonably in advance of the hearing.

(c) The hearing ~~may shall~~ be conducted by an individual, ~~including an~~ who may be a school ~~an~~ official ~~of the District~~, who does not have a direct interest in the outcome of the hearing.

(d) The District shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of ~~his or her own~~ their choice, including an attorney.

(e) The District shall make its decision in writing within a reasonable period of time after the hearing.

(f) The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Decision to amend - If, as a result of the hearing, the District decides that the records are information is inaccurate, misleading or otherwise in violation of the privacy ~~of stated~~ rights of the students, it shall amend the education records accordingly and so inform the parent in writing.

Decision not to amend - If, as a result of the hearing, the District decides that the records are information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, it shall inform the parent in writing and also advise the parent of the right to place in the education record of the student a statement ~~that which~~ sets forth the written comments of the parent upon the information in the education records or reasons for disagreeing with the decision of the ~~agency~~ District, or both.

(a) The statement of the parent shall be appended ~~by the school~~ to the education records for as long as the record(s) or the contested portion thereof is maintained by the District.

(b) If the education record(s) of the student or the contested portion thereof is released by the District to a third party, the statement of the parent shall also be released to ~~that the~~ third party.

(c) This section will not be interpreted to mean that the parent and the District may not by mutual agreement, meet prior to a parent request for a hearing or the hearing itself to discuss the concerns of the parent regarding the accuracy or inaccuracy of the

records of the student and to reach a resolution.

Scope of hearing – Parents may not use the FERPA records amendment hearing process to challenge a grade, opinion, or substantive decision made by the District about a student. FERPA was intended to require that schools conform to fair recordkeeping practices, and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek amendment to education records thatwhich contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the District is not required to hold a hearing on the matter.

Fees

Unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, the District may charge a fee for a copy of an education record thatwhich is made for the parent or eligible student.

The Superintendent, or ~~his~~ designee, may waive fees that total less than \$10.

Fees for copying will be charged according to the following fee schedule which shall be periodically updated.

Copying costs

Paper copying charge	\$0.25 per page
Electronic records copied to native media	Actual Cost to District
Conversion to paper	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.

Filing of ~~Formal~~ formal Complaints ~~complaints~~

The District shall inform Parents-parents and eligible students of their right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. ~~The name and address of the Office that administers FERPA are:~~ Such complaints shall be submitted in writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

{01559579 } Revised: August 1995
Revised: August 2007
Revised: September 2, 2008
Revised: January 8, 2009
Revised: September 19, 2013
Revised: November 14, 2014

Attachment 1

RECORD RETENTION SCHEDULE

DESCRIPTION	RETENTION PERIOD	DISPOSAL
<p>Student Records – Official Administrative Record</p> <p><u>Includes a Student’s high school transcript. May also include information such as a Consists of: Student’s name, address, phone number, grades, attendance record, classes attended, grade level and year completed.</u></p> <p>—name, parents/guardians’ names, and place of work, address, telephone numbers, birth date, transcript showing grade levels, courses completed, level of achievement, standardized achievement test scores and attendance, participation in officially recognized activities and sports</p>	<p>100 years <u>District may retain this information indefinitely</u></p>	<p>2</p>
<p>Student Records – Medical</p>	<p>2-6 <u>years after date student last enrolled</u></p>	<p>2</p>
<p>Student Records – Special Education</p>	<p>Annually <u>Periodically</u> review—; Retain relevant information¹ <u>for</u> at least six (6) years after a child’s graduation or six (6) years after that child is no longer of school age</p>	<p>2</p>
<p>Student Records – Discipline</p>	<p>26 <u>years after date student last enrolled</u>Removed from the student’s files at periodic intervals (i.e. when the student transitions to the middle or high school and when the student leaves school. All records of incidents of violence maintained at least until student graduates.</p>	<p>2</p>
<p><u>Student Records – Cumulative Folder</u></p>	<p><u>6 years after date student last enrolled</u></p>	<p></p>
<p>Student Records – Other <u>(Includes, but is not limited to, grades on teacher prepared tests, student work, absence notes, etc.)</u></p>	<p>Annually review; <u>Retain relevant information for up to 6 years after the date the</u></p>	<p>2</p>

¹ Under the IDEA and relevant regulations, the ~~School~~-District must inform parents when information is determined to be no longer relevant to provide educational services to the student, and will therefore be destroyed. Information may be destroyed at the request of the parents, with the exception of the Official Administrative Record and Student discipline records described above
{01559579 }

Ex.) grades on teacher prepared tests; interest inventories; family background information	<u>student was last enrolled</u>	
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~~Disposal Codes~~

- ~~— 1. Routine — no special precautions~~
- ~~— 2. Special — confidential records which must be destroyed in a secure manner~~

Attachment 2 – ANNUAL NOTIFICATION OF RIGHTS

RIGHTS PERTAINING TO STUDENT RECORDS; COLLECTION AND USE OF DIRECTORY INFORMATION

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. Please refer to Board Policy and Administrative Regulation 5225 and its accompanying procedures (which are available on the District’s website or by contacting the District by phone at 610-240-1900) for details regarding the District’s procedures for the classification, maintenance and destruction of student records. A summary of these rights follows:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access:** Parents/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in**

violation of the student's privacy rights under FERPA: Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a refer to person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a Board member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official under certain circumstances where the individual has a legitimate educational interest in the education record. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The District also discloses educational records without consent to officials of other agencies or institutions that have requested the records and in which the student attends or seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice for Student Directory Information

The District may disclose the following types of information (known as "directory information") without your consent unless you notify your school principal in writing prior to October 1 that you do not want the District to disclose directory information from your child's educational records without your prior written consent.

Directory information includes the following information relating to a student: the student/family members' name, address, telephone number, electronic mail address, photograph, date and place of birth, years of attendance, grade level, participation in officially recognized activities and sports,

weight and height of members of athletic teams, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information may include a student identification (ID) number or personal identifier as long as the ID number or identifier cannot be used to gain access to educational records without another factor (such as a PIN or password) possessed only by the authorized user. Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or designee.

Procurement

General Purchasing Policy

The Board recognizes that expenditure of public funds for supplies and equipment is one of its major business responsibilities and retains the sole authority in responsibility for all purchase contracts of the District.

It shall be the responsibility of the Administration to establish a procurement framework that will achieve the objectives of securing those items deemed essential to the operation of the school program as wisely, inexpensively, and expeditiously as possible while complying with all applicable laws and ~~district policies~~ Board Policy.

Standardization of Supplies & Equipment

To help achieve both quality control and the price advantage of quantity purchasing, the Administration shall:

1. Set specifications for goods and services needed.
2. Cite several examples of existing, commercially available, "standard brands" that meet those specifications and are acceptable as examples.
3. Invite vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to specifications.

Local Purchasing

Local purchasing from businesses within the District, with the exception of pre-existing bids and contracts, will be favored whenever the following factors are equal between local and non-local vendors:

1. Quality of Product
2. Suitability of product
3. Price
4. Conformance to specifications
5. Convenience of delivery
6. General reputation of business firm
7. Past services to District

Soliciting Prices (Bids and Quotations)

The ~~Chief Operations Officer~~Business Manager shall publish regulations to ensure compliance with laws applicable to bid solicitation.

The Board shall periodically consider mandate waiver applications to the Pennsylvania Department of Education for purchases of and contracts for supplies, materials, equipment, and contractual services.

Cross Reference:

Administrative Regulation 3233 (Federal Fiscal Compliance – Procurement)

{01549855 }Adopted: September 10, 1973
Revised: January 24, 1983
Revised: January 24, 1994
Revised: August 27, 2007

*Procurement**Business***Soliciting Prices (Bids and Quotations) – Furniture, Equipment, Textbooks, School Supplies and Appliances**

All purchases of and contracts for furniture, equipment, textbooks, school-supplies and appliances for the use of schools ~~supplies, materials, equipment, and contractual services involving more than costing~~ \$14,000~~20,100~~ or more shall be based on competitive bids, unless exempt by statute.

When not based on competitive bids, F~~f~~urniture, equipment, textbooks, school-supplies and appliances to be purchased by the ~~district~~District, unless exempt by statute, costing ~~more than~~ \$4,000~~10,900~~ or more, but less than \$14,000~~20,100~~ may be let on written or telephonic price quotations. Price quotations from at least three (3) qualified and responsible vendors shall be requested. If it is not practicable to obtain three (3) price quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. The memo shall contain, at a minimum, the following: (1) date of quotation; (2) name of vendor and vendor's representative; (3) the items which were the subject of the quotation and (4) price of the items.

Where competitive bidding is required, the Business Manager or designee shall arrange for the advertisement of the bid requests once a week for three (3) weeks in not less than two (2) newspapers of general circulation, as required by law.

The following items are exempt from the above provisions: maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use.

Soliciting Prices (Bids and Quotations) – Construction, Reconstruction, Repairs, Maintenance or Work on School Buildings/Property

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, including the introduction of plumbing, heating and ventilating, or lighting systems, costing \$20,100 or more shall be done under separate contracts to be entered into with the lowest responsible bidder, upon proper terms, after due public notice asking for competitive bids, unless exempt by statute.

In the event that an emergency occurs causing a school plant or any part thereof to become unusable where proceeding with the repairs/replacement would otherwise require public competitive bidding, competitive bids for such repairs or replacement may instead be solicited from at least three responsible bidders, and, upon the approval of any of these

bids by the Board, the District may proceed at once to make the necessary repairs or replacements in accordance with the terms of the approved bid(s). The Business Manager or designee shall notify the Secretary of Education that an emergency has occurred and that a bid has been selected under the emergency process permitted by law.

When not based on competitive bids, ~~All~~ contracts for construction, reconstruction, repairs, maintenance or work on any school building ~~as or~~ property, including the introduction of plumbing, heating and ventilating, or lighting systems, ~~unless exempt by statute,~~ having a cost or value of ~~more than \$4,000~~ \$10,900 or more, but ~~not more~~ less than ~~\$14,000~~ 20,100 may be let on written or telephonic price quotations, ~~unless exempt by statute~~. If it is not practical to obtain three (3) price quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. The memo shall contain, at a minimum, the following: (1) date of quotation; (2) name of contractor and contractor's representative; (3) the construction, reconstruction, repair, maintenance or work which was the subject of the quotation; and (4) price.

Where competitive bidding is required, the Business Manager or designee shall arrange for the advertisement of the bid requests once a week for three (3) weeks in not less than two (2) newspapers of general circulation, as required by law.

Any construction, reconstruction, repairs, or work of any nature where the entire cost or value, including labor and material, is less than \$10,900 may be performed by the District's own staff. Additionally, the District's maintenance or other staff may perform maintenance work on behalf of the the District, irrespective of the cost or value of such work.

~~Work less than \$5,000 worth of work may be done by district employees.~~

Award of Contracts

When competitive bidding is required by law, the award of ~~All~~ open-market orders or contracts ~~for furniture, equipment, supplies and appliances~~ shall be ~~awarded~~ to the lowest responsible, qualified bidder, kind, quality, and material being equal, with consideration being given to the qualities of the article to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, and the past performance of vendors to the extent permitted by law.

Bid Specifications

Bid specifications shall be prepared by the Business Manager or designee.

Bid specifications shall provide for alternates wherever possible.

The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding.

Cooperative Purchasing

The Business Manager or designee may negotiate appropriate cooperative purchase agreements with other political subdivisions, in accordance with law and Board Policy.

Cooperative purchases require approval ~~an agreement approved~~ by the Board and the participating contracting body(s) which may specify:

1. Categories of equipment or supplies to be purchased.
2. Manner of advertising for bids and awarding contracts.
3. Method of payment by each participating party.
4. Other matters deemed necessary to carry out the purposes of the agreement.

All such agreements must conform to relevant provisions of the School Code.

Mileage-Travel Reimbursement

The District will reimburse employees for reasonable and necessary expenses incurred in connection with District-related business in accordance with the procedures outlined in the accompanying Administrative Regulation.

Employees are expected to exercise the same care when incurring travel expenses on behalf of the District that a prudent person would exercise if traveling on personal business expending personal funds.

The Business Manager or designee shall be responsible for establishing reimbursement procedures, guidelines, and limitations. No expenses shall be reimbursed unless properly itemized and supported by a receipt or similar documentation evidencing proof of purchase. Unauthorized expenses will not be reimbursed.

The Business Manager or designee shall be responsible for reviewing requests for reimbursement of expenses, approving or denying such requests, and processing the reimbursement of approved expenses.

Employees using their personal vehicles for authorized District business shall be reimbursed ~~by the District. The rate of reimbursement shall be~~ at the maximum rate determined allowable by the United States Internal Revenue Service for the use of private vehicles in the performance of work assignments or as provided by any applicable employment contract or collective bargaining agreement.

Mileage-Travel Reimbursement

The District will pay a standard rate per mile for official District travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance, defined by the IRS, is in lieu of all actual automobile expenses such as fuel, towing charges, repairs, replacements, tires, depreciation, insurance, etc.

Effective January 1, 2018, the maximum mileage rate reimbursement allowed by the IRS is .545 cents per mile.

All claims for mileage reimbursement must be supported by an itemized listing of miles traveled. The itemized list shall indicate the date of travel and the authorized purpose of the travel.

In addition to the standard mileage allowance, necessary and reasonable charges for ~~the following~~ automobile-related expenses, such as tolls and parking fees, ~~are allowed: tolls, ferry, parking, bridge, and tunnel charges~~ are reimbursable if supported by an itemized receipt. Traffic tickets, ~~and~~ parking tickets, ~~and other fines~~ expenses will not be reimbursed.

For mileage in and around the District, an employee must complete ~~the a~~ Tredyffrin/Easttown School District Monthly Mileage Report, copies of which are available on the District internet.

For mileage and other expenses reimbursement requests related to a conference, an employee ~~should~~ must complete a Conference Expense Report, copies of which are available on the District intranet. Once completed, the report should be submitted to the employee's immediate supervisor, who shall forward a verified copy to the Business Manager. ~~Both reports are accessible on the District website at~~ <http://www.tesd.k12.pa.us/intranet/forms/index.htm>.

~~Effective January 1, 2007, the mileage rate reimbursement allowed by the IRS is .485 cents per mile.~~

Expense Reimbursement Guidelines – Conferences

The document attached to this Administrative Regulation as Attachment 1 outlines the applicable guidelines and procedures governing the reimbursement of expenses related to conference attendance.

Additional Expense Reimbursement Guidelines

Only expenses submitted to the Business Office within 60 days from the date on which the expenses was incurred will be considered for reimbursement.

The District will only reimburse expenses related to official District business, and will not reimburse personal expenses. No reimbursement will be made for alcoholic beverages.

The Business Manager has the final authority to disallow expenses which, in his/her opinion, are unreasonable or unnecessary.

CONFERENCE GUIDELINES

The following information is prepared as a guide for staff members attending a conference as a representative of the Tredyffrin/Easttown School District.

Reporting Procedures

The enclosed forms are to be completed and forwarded to the building principal/supervisor **within one week** following the conference:

1. **Conference Summary**
This report may be copied for Board members in the format submitted. When more than one person attends the same conference, each attendee must submit a report.
2. **Expense Report**
All expenses, except mileage, must be substantiated with receipts. If receipts are not available, the form on the reverse side of the Expense Report must be completed and may be notarized when presented in person in the Office of the Superintendent. When more than one person attends the same conference, each attendee must submit an Expense Report.

If there are not expenses, the employee still needs to submit an Expense Report indicating "NO EXPENSES".
3. If for some reason you do not attend a conference which has been approved by the Board
 - Indicate that fact on both the Conference Summary (salmon) and the Expense Report (yellow);
 - Sign both forms;
 - Submit completed forms to Staff Development Office, and;
 - Return advance check to Accounts Payable immediately.
4. Staff member will not be approved to attend future conferences until all past conference expenses have been reconciled.

Reimbursement

All expenses must be approved by Board action prior to the conference. An advance check will be forwarded to the participant following such action at an official meeting of the Board and not earlier than 60 days prior to the scheduled conference. Conference expenses are divided into two categories. Expenses eligible for advance reimbursement include plane or train tickets, conference fees, and one night's lodging deposit. Expenses eligible for reimbursement after the conference include mileage reimbursement, meals, lodging and other expenditures. To receive an advance check, the conference advance (excluding cost eligible for reimbursement after the conference) must be greater than \$200.

All expenses submitted for reimbursement shall be reasonable and moderate in nature and supported with official receipts. Reasonable expenses are defined as those which an employee would incur if he/she were traveling or working at his/her own expense, excluding "those of a purely personal nature".

Reimbursement shall cover the full cost of meals which are officially scheduled as a function of a convention, conference, workshop, seminar, or similar activity. The allowance for meals at other times, including tax and gratuities, shall be:

- \$50 per day (including breakfast, lunch and dinner)
- \$10 for breakfast
- \$15 for lunch
- \$25 for dinner

Transportation shall be arranged in a manner that is most economical for the District. Car pools shall be used by two or more staff members attending the same conference. Personal car mileage shall be reimbursed at the current allowance rate established by the IRS. If air travel is necessary, it must be tourist class.

Expenses reimbursed by the School District when in accordance with the above guidelines include:

- Conference fees
- Meals plus tips when included on receipt
- Lodging
- Transportation (excluding car rental)

Expenses NOT reimbursed by the School District include:

- Membership dues
- Personal expenses (insurance, snacks and other meals, personal telephone calls, alcoholic beverages)
- Car rentals

*Resignations from Employment*Notice

Absent a contrary provision governed (1) by individual or group employment agreement, (2) other Board Policy or Administrative Regulation specific to a classification of employees or (3) as otherwise required by law, tThe District will accept, without prejudice, the resignation of any employee provided written notice is given at least two (2) weeks in advance of the planned resignation date. Any resignation given in lieu of termination will be immediate.

The resigning District employee will submit written notice to his/her immediate supervisor and the District at least two (2) weeks prior to the planned resignation date.

Termination Checklist

The District will complete the requirements as listed on the Employee Separation/Exit Form (See "Attachment A").

Discharge of Resigning Employee

An employee may be asked to leave before the end of the notice period if performance deteriorates or has already deteriorated to an unacceptable level or if it would be in the best interest of the District from either a morale perspective or a security perspective in terms of confidential information to require the employee to leave immediately.

Final Pay Calculation

Final pay calculation is governed by the terms of any applicable collective bargaining agreement or other group or individual contract. Subject to the terms of an applicable collective bargaining agreement or other group or individual contract, employees who resign are entitled to their base pay up to and including the resignation date. This applies even if the employee is asked to depart prior to his/her intended resignation date, unless the employee is asked to depart early due to the considerations noted in the section entitled "Discharge of Resigning Employee" above.

If notice is provided under the section entitled "Notice" above, then employee also shall be paid for earned, but unused vacation and personal days, if any, up to and including the resignation date to be paid at base pay rate. Employees asked to depart early due to the considerations noted in the section entitled "Discharge of Resigning Employee" above are also entitled to earned, but unused vacation and personal days up to and including the original resignation date.

Employees who resign are not entitled to:

1. Payment for holidays where the employee had not worked the full scheduled day before and after the holiday.
2. Severance compensation in the absence of an express written agreement to pay severance.

The final pay will be issued in accordance with regular payroll processing or local or state laws if they impose more stringent requirements.

Cross reference:

[Policy and Administrative Regulation 4470 Permanent Separation from District Employment \(Instructional Employees\)](#)

[Policy and Administrative Regulation 4480 Permanent Separation from District Employment \(Non-Instructional Staff\)](#)