

Policy Committee Agenda
Thursday, January 11, 2018 7:00 p.m.
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the November 9, 2017 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - Policy and Regulation 5114: Attendance Records
 - Policy and Regulation 5225: Student Records
 - Policy and Regulation 5121: Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers
 - Policy 6300: Adult Education
 - Policy and Regulation 8020: Supplies
 - Policy and Regulation 8021: Telephones
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - None
- 6. Policies and Regulations for Review and Discussion**
 - Policy 5455: Homeless Students
 - Policy and Regulation 8120: Food and Nutrition Services
 - Policy and Regulation 6141: Equal Opportunity and Non-Discrimination of Students in School and Classroom Practices
 - Policy and Regulation 4001: Equal Opportunity and Non-Discrimination in Employment Practices
 - Policy 6140: Equal Opportunity
- 7. Other**
 - 2018 Policy Committee Goals
- 8. 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.

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continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.

**Draft Pending Committee Approval
Policy Committee Meeting
Thursday, November 9, 2017
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, Roberta Hotinski, Michele Burger
T/E School District Representatives: Rich Gusick, Ed Diasio, Mark Cataldi

Community Members: Betsy Fadem, Tina Whitlow, Heather Ward

Approval of Minutes: The minutes of the October 18, 2017 meeting were approved.

Public Comment

Betsy Fadem recognized Kevin Buraks for his leadership as the Chair of the Policy Committee and for his 8 years of service as a School Board member. All in attendance joined in congratulating Kevin.

Review of Policies for 2nd Reading

Policy and Regulation 6146: Student Athletics

The Policy establishes guiding principles to the establishment and implementation of the athletic program, including course credit, equal opportunity, gender eligibility, management and extracurricular program offerings. Students participating in student athletics are subject to all school rules, Board Policies and Administrative Regulations and the provisions contained in any Student Handbook or Code of Conduct. Additionally, any applicable regulations of the Central League and PIAA apply. Student athletes in interscholastic, intramural and club sports and their parent/guardian must sign the (1) Sudden cardiac arrest symptoms and warning signs information sheet and (2) Concussion and traumatic brain injury information sheet. The Policy will be sent to the Board of School Directors for a second reading at their meeting on November 13, 2017. Regulation 6146 was approved at the meeting on October 18, 2017 meeting.

Information

None

Follow Up from Previous Policy Committee Meeting

None

Policies and Regulations for Review and Discussion

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 first reading at their meeting on November 13, 2017.

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 first reading at their meeting on November 13, 2017. The Regulation will be brought back to the committee after further review.

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 first reading at their meeting on November 13, 2017. The Regulation was approved with minor revisions.

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 first reading at their meeting on November 13, 2017.

Policy and Regulation 8020: Supplies

The Policy was last reviewed in 2006 and was revised to indicate 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. Supply inventories shall be maintained to ensure the adequacy of supplies through the initiation and distribution of supply orders and the maintenance of supply inventories. The Policy will be sent to the Board of School Directors for a first reading at their meeting on November 13, 2017. The Regulation was approved with minor revisions.

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-provided mobile telephones are provided for school business purposes to District employees when necessary to perform their work-related duties in an efficient and effective manner. Individuals who are provided with 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 first reading at their meeting on November 13, 2017. The Regulation was approved with minor revisions.

Future Meetings

Meetings for the remainder of the 2017-2018 school year will be determined and published at a later date. Meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200.

Adjournment

The meeting adjourned at 8:20 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.

Attendance Records

~~Accurate records of daily and class attendance of all students shall be kept as directed by the Superintendent of Schools and in compliance with applicable state law.~~

REPEALED

Adopted: October 27, 1969
Revised: September 26, 1994
Revised: November 17, 2008
First Reading: November 13, 2017

Tredyffrin/Easttown School District

Attendance Records _____

~~The daily attendance report is the official record of original entry for all items of attendance. In all cases, daily attendance is to be taken by a teacher and the attendance record for a student will be maintained by that teacher and by the building principal. The attendance record for each child will be maintained in the school for seven (7) years, using the State coding system. The accuracy of the attendance records for each student will be the responsibility of the building principal and the classroom teachers.~~

RESCINDED

Student Records

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law.

Parents/Guardians and eligible students, as defined in the accompanying Administrative Regulation, shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English.

In accordance with law, each District teacher shall prepare and maintain a record of the work and progress of each student.

The Superintendent or designee shall develop Administrative Regulations consistent with this Policy, which shall be approved by the Board prior to going into effect. Any changes to the Administrative Regulations, except for minor editorial revisions, shall be approved by the Board. Minor editorial revisions shall be submitted to the Board but do not require Board approval. The Administrative Regulations shall meet the requirements of all state and federal statutes and regulations and provide for the following:

1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights concerning student records.
2. Permitting legally required access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the District.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and legally required disciplinary records to other K-12 educational entities and post-secondary educational entities, with the understanding that the District will not disclose disciplinary records to post-secondary schools.

Cross References: Board Policy and Administrative Regulation 8210 (Records Management); Board Policy and Administrative Regulation 5121 (Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers)

~~To assure the validity and usefulness of student information and to safeguard the student's right to confidentiality, the District has developed this Policy to provide guidelines for the orderly handling of student information that is of relevance to the development of educational programs and to assure parental access to those records which affect the educational placement of their children and a means by which parents might challenge, if they feel it advisable, the content of those records.~~

~~The classification, collection, maintenance, and dissemination of student records shall be governed by a clear respect for the rights of the individual student and a regard for the privacy of the family.~~

~~The term "Student Records" refers to any information directly related to a student which is maintained in writing, on film, on tape or other electronic media for the use of the District in meeting its obligation to maintain proper data regarding its students. Such records do not include the notes of professionals which are for their personal use only, and not revealed to any other person except a temporary substitute for the maker of the record.~~

~~Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.~~

~~The release or dissemination of such records shall be made only in compliance with the Pennsylvania Public School Code of 1949 (the "School Code"), as amended, directives mandated by the Pennsylvania Department of Education, under the amended federal Family Educational Rights and Privacy Act of 1974 ("FERPA") and, with regard to students with disabilities, in compliance with the Individuals with Disabilities Education Improvement Act ("IDEA")~~

~~All student information shall be maintained in the District in accordance with procedures identified with the classification of the materials and with adequate security to safeguard the privacy of the student.~~

~~In situations in which the District is asked by other agencies, institutions, or individuals to transmit student information to those parties, stringent precautions shall be prescribed to insure compliance with FERPA and to protect the rights of the student against infringement of privacy.~~

~~In accordance with FERPA, and the School Code, the State requires that the District transfer a certified copy of disciplinary records, with respect to suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full or part-time basis.~~

~~The rights provided by this Policy also apply to parents/guardians of students who receive special education programming and services from the District or an outside program provided through the District.~~

Adopted: April 14, 1975
Revised: September 26, 1994
Revised: August 22, 2005
Revised: June 17, 2013
First Reading: November 13, 2017

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 ~~–(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.
- ~~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 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 ~~– 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.—~~
- ~~c.—~~
- 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.

~~TheA 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 refuse~~declines 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 schoolan 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

{01550464 } 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</u> Consists of: <u>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

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

~~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.

Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers

The Board shall permit 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, as required by law.

The same access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers, as required by law.

The Superintendent or designee shall develop Administrative Regulations implementing this Policy, which shall establish procedures for annually notifying parents/guardian/students, as appropriate, of this Policy. The notice shall:

1. Advise that the District routinely discloses names, addresses and telephone numbers of students to military recruiters to the extent required by law, subject to a parent/guardian/student's request not to disclose such information without written consent;
2. Explain the parent/guardian/student's rights to request that the student information detailed above not be disclosed without prior written consent; and
3. Establish a procedures for how the parents/guardians/students can opt out of the disclosure of such student information, and the method and timeline for doing so.

Legal Citations: 51 P.S. 20221-20225 (Act 10 of 1991); 20 U.S.C. 7908; 10 U.S.C. 503; 24 P.S. 2402

Cross Reference: Board Policy and Administrative Regulation 5225 (Student Records)

Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the parent/guardian (or a student who has reached 18 years of age) requests that such information not be released without prior written parental (or student, for a student who has reached 18 years of age) consent.

The building principal or designee shall annually notify parents/guardians and students who have reached 18 years of age of the right to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written consent. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to convey the information is sufficient to satisfy the required notification provision, so long as the parent/guardian/student is provided with at least 21 calendar days to request, in writing, that such student information not be released.

The building principal or designee shall, upon request, provide a list of graduating seniors to military recruiters by the first day of the academic year of graduation. The names of students who have opted out of this disclosure shall not be included on this list.

It shall be within the discretion of the building principal or designee determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on District property.

Adult Education

~~The District authorizes adult education groups to utilize the plant and facilities of the District for programs at the discretion of the administration. These groups shall be responsible for any fees and charges imposed by other Board policies.~~
REPEALED

Adopted: November 24, 1969
Revised: March 28, 1988
Revised: December 5, 1994
Revised: December 6, 2004
First Reading: November 13, 2017

Supplies

The building principal or designee is responsible for all school supplies and the ~~Chief Operations Officer~~ Business Manager or designee is responsible for all non-school supplies.

The Business Manager, building principal, or their designee(s) ~~They~~ shall ensure adequate amounts of supplies are available at all times through the initiation and distribution of supply orders and the maintenance of supply inventories.

~~Supply inventories shall be maintained to ensure the adequacy of supplies or and to detect excess accumulation of supplies, and shall be used as guidance in placing supply orders.~~

When practical, supplies shall be purchased centrally and delivered to the individual buildings. Staff members requesting the purchase or replenishment of specific supplies shall direct such requests to the Business Manager, building principal, or designee, as appropriate.

Adopted: September 10, 1973
Revised: November 22, 1982
Revised: January 24, 1994
Revised: February 27, 2006
First Reading: November 13, 2017

Tredyffrin/Easttown School District

*Supplies**School Supplies*

Control of all school supplies and their distribution to instructors and other school employees shall rest with the principal or designee of each school. The supplies shall be distributed pursuant to itemized requisitions by teachers and staff and at specific times.

Non-school Supplies

The Business Manager or designee is responsible for seeing that non-school supplies are available in adequate ~~quantifies quantities~~ for the effective and efficient operation of the ~~district~~District. Non-school supplies include, but are not limited to, administrative, maintenance, custodial, ~~District~~technology and transportation supplies.

Custodial supplies for each building shall be delivered to and stored in that particular building. Custodial supervisors shall routinely monitor stock ~~on hand~~ to ensure custodial supplies are available in adequate quantities to maintain a safe and healthy environment throughout the District ~~and schools~~. Custodial supplies shall be replenished as needed by the Maintenance Department using District requisition forms ~~in the prescribed manner~~.

Ordering and Inventories

Department ~~chairsheds, team facilitators~~ and principals shall submit to the Purchasing Office requests for supplies on properly completed requisitions. Orders shall not be placed until the department ~~chairshhead, team facilitator~~ or principal has received an approved purchase order. In collaboration with the department ~~chairsheds, team facilitators,~~ principals, and ~~the~~ Purchasing Office, the Business Manager or designee shall keep an accurate record of the use of ~~these~~ supplies and a current inventory of stock on hand. The inventory shall be used to determine the adequacy of supplies ~~or and~~ to detect excess accumulation of supplies, ~~and as guidance in placing supply orders~~.

Telephones

The District shall provide adequate telephone service for school business purposes in each of its buildings in ~~the most~~a cost-effective manner ~~possible in terms of cost, personnel, and time.~~

District-provided Cellular-mobile telephones shall be provided for school business purposes to ~~school-d~~District employees when necessary to perform their work-related duties in an efficient and effective manner. The Superintendent or designee shall determine which job classifications or individuals are assigned cellular-mobile phones. ~~Cellular phones and service shall be provided in the most cost-effective manner possible.~~

~~The District shall request a local telephone company to install pay stations at suitable locations for the convenience of pupils, employees, and public, provided such service is cost free to the school system or as deemed necessary for safety purposes by the Superintendent or designee.~~

Adopted: September 8, 1969
Revised: January 24, 1994
Revised: February 27, 2006
First Reading: November 13, 2017

Tredyffrin/Easttown School District

Telephones

It is the responsibility of the ~~Maintenance Supervisor~~Business Manager or designee to arrange for all telephone service for each ~~school~~District building. ~~After approval by the Superintendent, or his designee, requests for additional service will be arranged by the Maintenance Supervisor.~~

Use

~~All non-cellular telephones, with the exception of pay stations, All telephones, with the exception of District-provided mobile telephones, are placed in schools~~District buildings for ~~school~~District business purposes. These telephones will receive all incoming calls ~~to the schools from parents, teachers and vendors,~~ including interoffice communication. All outgoing calls for which there is a toll charge shall be of a business or ~~of a~~ professional nature, related to the work of the ~~school~~District. Outgoing personal calls may be made over District telephones in the event of an emergency and on a limited incidental basis provided there is no cost to the District and provided such calls do not interfere with employees' work responsibilities or otherwise disrupt normal District operations.

~~Schools may have a pay telephone(s) installed for the convenience of pupils, teachers and patrons provided the pay stations are at no cost to the District or the pay station is deemed necessary for safety purposes by the Superintendent or designee.~~

~~The purpose of cellular telephones in the School District is for conducting the business of the School District and rapid communication during emergencies. District-provided Cellular mobile telephones shall may be provided to designated District employees for school business purposes to school district employees when necessary for the employee to perform their work-related duties. Individuals who are provided with 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 District operations.~~ The Superintendent or designee shall determine which job classifications or individuals are assigned mobile~~cellular~~ phones. ~~Cellular phones and service shall be provided in the most cost effective manner possible.~~

~~Since cellular telephones are significantly more expensive to operate than non-cellular telephones, employees are directed to use non-cellular telephones instead of their cellular telephones when a non-cellular telephone is available. Incoming and outgoing personal calls may be completed over cellular telephones; however, all personal calls must be paid for by the account owner. Due to the fact that cellular telephones start to incur charges as soon as they connect to their system, calls that are not answered or are busy still incur charges. Therefore, employees making or receiving personal calls on their cellular telephone will be charged for all connect time, including do not answer, busy signal and directory assistance calls. Personal calls are charged at \$2.00 per minute for local, long distance and directory assistance calls.~~

~~Cellular telephone bills will be mailed to each account owner every month and it is the responsibility of the account owner to reconcile the bill for personal use and return it to accounts payable with the reimbursement payment.~~

~~Each cellular telephone account owner must~~Individuals who are issued a District-provided mobile telephone will be required to complete a Cellular-Mobile Telephone Usage Agreement when assigned a~~their cellular mobile~~telephone, which outlines the terms governing use of the device. The Superintendent may restrict or revoke an employee's assignment of a District-issued mobile telephone in the event of misuse of the device and may assess a personal usage charge

~~equal to \$2.00 per minute for personal use beyond that permitted by this Administrative Regulation. This agreement specifies how the cellular telephone should and should not be used and describes the requirement and routine for the reimbursement to the School District for personal calls.~~

Homeless Students

The District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to District students. The District shall make reasonable efforts to identify homeless children within the ~~district~~District, encourage their enrollment, and eliminate possible barriers to their attendance and education, in compliance with federal and state laws and regulations. To this end, the Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation, and success in school of homeless students, based on the recommendations of the Superintendent or designee.

The District designates the Director of ~~Individualized Student Services~~State and Federal Programs as the District's liaison for homeless students and families.

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 level~~s~~. ~~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 \(Student Wellness and Nutrition\)](#)

{01549777 } Adopted: October 8, 1979

Revised: June 15, 1987

Revised: January 24, 1994

Revised: November 28, 2005

Revised: April 24, 2006

Revised: June 13, 2016

*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.

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. Students 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, if their individual student meal accounts lack sufficient funds. Notwithstanding the forgoing, the District will initiate procedures to restrict such purchases when the student's negative meal account balance exceeds \$50, 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.

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 weekly via a notice distributed in homeroom or in student folders that are brought home to the parent/guardian. The envelope containing this notice 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

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Tredyffrin/Easttown School District

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 written correspondence 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.

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.

Equal Opportunity and Nondiscrimination of Students in School and Classroom Practices

It is the policy of ~~this the~~ District to provide an equal opportunity, free from discrimination, for all students to achieve their maximum potential through the programs and activities offered ~~in the schools by the District~~ regardless of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability, as required by Title VI, Title IX and Section 504. Furthermore, the District provides equal access to the Boy Scouts and other designated youth groups, as required by law.

As used in this ~~policy~~ Policy and the accompanying Administrative Regulation, “non-discrimination” refers to nondiscrimination with respect to students on the basis of race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability. ~~This includes review of curriculum materials for illegal discriminatory bias.~~ Discrimination against students which takes the form of harassment as defined in other Board policies Policy shall be covered by the applicable Policy.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students who have been subject to discrimination and third parties who become aware of discrimination against a student or students to promptly report such alleged incidents to designated employees. This includes alleged discriminatory bias of curriculum materials.

The Board directs that complaints of discrimination ~~shall~~ be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the ~~district's~~ District's legal and investigative obligations.

No reprisals ~~nor~~ retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Individualized Student Services as the District’s Compliance Officer.

The Superintendent shall ensure that procedures for resolving complaints involving discrimination against students are developed and made part of the accompanying Administrative Regulations. The procedures shall be distributed periodically to all ~~employees and~~ students as applicable and posted in ~~a~~ prominent locations for students and third parties to access in each school building.

Equal Opportunity and Nondiscrimination of Students in School and Classroom Practices

~~The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.~~

~~As used in this regulation, “non-discrimination” refers to nondiscrimination with respect to students on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability.~~^[A1]

In order to maintain a program of nondiscrimination practices with respect to students that is in compliance with applicable laws and regulations, the following procedures shall be followed:

The Compliance Officer is responsible to monitor the implementation of equal opportunity and nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for illegal discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. Student Evaluation - Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint involving discrimination against a student and the complaint procedure.
2. Inform a student complainant that theys/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

3. Notify the complainant, the alleged victim (if the alleged victim is not the complainant), and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Students have the right to equitable access to facilities, activities, programs, and instruction in their school. Schools may maintain separate restroom and locker room facilities for male and female students. The District will handle requests regarding facilities access on a case-by-case basis in accordance with applicable law. Participation in club sports or interscholastic athletics shall be handled in a manner consistent with Policy ~~No. 6146, (-Student Athletics)~~. Whenever students are separated by gender in school activities or are subject to an otherwise lawful gender specific rule, policy, or practice, students must be permitted to participate in such activities or conform to such rule, policy or practice consistent with their gender identity asserted at school. Students shall not be required to take and/or be denied enrollment in a course on the basis of their gender identity in any educational and academic program.

~~Complaints of Discrimination-discrimination~~ against students which takes the form of harassment as defined in Board Policy and Administrative Regulation No. 5420 “(Harassment of Students by Non-Students)” shall be ~~covered by these~~handled in accordance with the procedures outlined in that Policy and Administrative Regulation.

~~All other Complaints-complaints~~ by students, parents, residents or community groups covered by this Administrative Regulation and the accompanying Board Policy regarding implementation of equivalence between schools shall be processed-handled in accordance with the procedures outlined in Board Policy and Administrative Regulation 1122 “(Complaints Regarding the District).”

Cross References:

~~Policy No. 6141, Nondiscrimination of Students in School and Classroom Practices~~
~~Policy No. 4330, Harassment by and of TESD Employees~~
 Policy & AR No. 5420, Harassment of Students by Non-Students
Policy & AR 1122, Complaints Regarding the District
 Policy & AR No. 5225, Student Records
 Policy & AR No. 5400, Students’ Freedom of Expression
 Policy & AR No. 5415, Dress and Appearance
 Policy & AR No. 6146, Student Athletics
Policy & AR 6145, Student Activities

Equality of Opportunity and Non-Discrimination in Employment Practices

~~The District is committed to equal opportunity without discrimination by reason of race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.~~

~~The District will provide equality of opportunity in employment, guard against discrimination, investigate allegations of discrimination, and correct discriminatory behavior if found to exist within the District. Consistent with maintaining an educational program of the highest quality, the District's policy is to achieve the above goals in employment. The language in this policy is not intended to confer employee fringe benefits that are not otherwise provided for under existing employee compensation plans or collective bargaining agreements.~~

It is the policy of the District to provide to all persons equal access to all categories of employment in the District, free from discrimination, regardless of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability, as required by Title VI, Title IX and Section 504. Furthermore, the District provides equal access to the Boy Scouts and other designated youth groups, as required by law.

The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages employees and third parties who have been subject to discrimination or are made aware of discrimination prohibited by this Policy to report such discrimination to designated employees.

The Board directs that complaints of discrimination be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources as the District's Compliance Officer.

The Superintendent shall ensure that procedures for resolving complaints involving discrimination prohibited by this Policy are developed and made part of the accompanying Administrative Regulations. The procedures shall be distributed

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periodically to all employees and posted in prominent locations for employees and other third parties to access.

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Revised: September 25, 2006

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Equal Opportunity and Non-Discrimination in Employment Practices

In order to maintain a program of nondiscrimination practices with respect to employment practices that is in compliance with applicable laws and regulations, the following procedures shall be followed:

The Compliance Officer is responsible to monitor the implementation of equal opportunity and nondiscrimination procedures in the following areas:

1. Development of position qualifications, job descriptions and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing and hiring.
4. Evaluation and Promotions~~promotion~~.
5. Disciplinary actions, up to and including terminations.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the employee or third party of the right to file a complaint involving discrimination and the complaint procedure.
2. Notify the complainant, the alleged victim (if the alleged victim is not the complainant), and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Applicable Complaint Procedures

Complaints of discrimination pursuant to this Administrative Regulation and the accompanying Board Policy which take the form of harassment as defined in Board Policy and Administrative Regulation 4330 (Harassment of Students by Non-Students) shall be handled in accordance with the procedures outlined in that Policy and Administrative Regulation.

All other complaints covered by this Administrative Regulation and the accompanying Board Policy by employees or third parties shall be handled in accordance with the procedures outlined in Board Policy and Administrative Regulation 1122 (Complaints Regarding the District).

Cross References:

[Policy & AR 4330, Harassment by and of District Employees](#)

[Policy & AR 1122, Complaints Regarding the District](#)

[Policy & AR 4035, Dress and Appearance](#)

[Policy & AR 4022, Addressing Employee Concerns and Criticism](#)

Equal Opportunity

~~It is the intention of the District that equal opportunity for both sexes, for the qualified handicapped, and for members of minority groups in all areas of the educational program be provided. It is the further intention that discrimination based on physical and mental handicaps, sex, race, national origin, religion, color or age for whatever purpose shall be eliminated.~~

~~It is the responsibility of teachers and administrators in the District to:~~

- ~~1. provide for and encourage the participation of both sexes, the otherwise qualified physically and mentally handicapped, and minority groups in all educational activities, programs, courses of study, awards and scholarships;~~
- ~~2. encourage students to consider all types of career opportunities;~~
- ~~3. develop job placement practices to assure equal access to employment opportunities;~~
- ~~4. use instructional materials which show women, men, members of minority groups and the physically and mentally handicapped involved in the full range of roles and activities in society;~~
- ~~5. train, promote and hire qualified individuals to provide role models in those areas in which identifiable groups are underrepresented.~~

~~In summary, it is the Policy of the District to comply with all applicable State and Federal laws.~~