

Policy Committee Agenda
Thursday, January 19, 2017 7:00 p.m.
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the December 15, 2016 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - Policy and Regulation 4520: Tutoring for a Fee
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - None
- 6. Policies and Regulations for Review and Discussion**
 - Policy and Regulation 4344: Electronic Communication between Employees and Students
 - Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students
 - Policy and Regulation 4035: Attire and Appearance
 - Policy 6112: School Day
 - Policy and Regulation 6153: Classroom Field Trips
 - Policy 6220: Charter Schools
- 7. Other**
 - 2017 Policy Committee Goals
- 8. Future Meetings**

Additional meetings are scheduled for Thursday, February 23, 2017, Thursday, March 16, 2017, Thursday, April 20, 2017 and Thursday, May 18, 2017. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

2016 Policy Committee Goals:

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 To continue with a cyclical review of Board policies in determining if policies should be revised, updated or repealed.

**Draft Pending Committee Approval
Policy Committee Meeting
Thursday, December 15, 2016
T/E Administrative Offices, Room 200
7:00 p.m.**

Board Committee Members: Kevin Buraks, Chair; Todd Kantorczyk, Kate Murphy, Ed Sweeney

Other Board Members: None

T/E School District Representatives: Rich Gusick, Ken Roos, Mark Cataldi

Community Members: None.

Approval of Minutes: The minutes of the November 17, 2016 meeting were approved.

Public Comment

None.

Review of Policies for 2nd Reading

After review and discussion, it was recommended that the following Policies be sent to the Board of School Directors for a second reading at their meeting on January 3, 2017.

Policy 4970: Private Coaching or Training of Students by District Athletic Coaches

This new Policy and Regulation establishes parameters for private coaching and training by District-employed athletic coaches. The draft Policy states that District athletic coaches are not permitted to receive remuneration for the private coaching or training of student-athletes who play in the same school and sport for which the coach is employed. The draft Regulation states that athletic coaches shall not promote or require student participation in any private coaching or training for which the District coach receives financial remuneration. In addition, athletic coaches shall not make team roster selections or playing time decisions based on student participation in any private coaching or training.

Policy and Regulation 6146: Student Athletics

Revisions to the Policy and Regulation include the determination of gender eligibility. The District will follow the guidelines as set forth in Pennsylvania Interscholastic Athletic Association (PIAA) with regard to mixed gender participation in athletics in a manner that does not limit the ability of that District team to participate in competitions, including playoffs, with other teams of the District's team's gender designation. Another revision included clarification that any proposed new sport will initially be offered either as an intramural or club sport while student interest grows and participation develops.

Information

None

Follow Up from Previous Policy Committee Meeting

None

Policies and Regulations for Review and Discussion

Policy and Regulation 4520: Tutoring for a Fee

Revisions to the existing Policy and newly drafted Regulation include language to emphasize that teachers and other instructional staff are prohibited from tutoring their own current students for a fee. Teachers and other instruction staff who tutor for a fee may not do so in the school building and may not use District resources, such as their assigned computer or classroom materials. Solicitation for tutoring for a fee may not occur on District property or through any District means of communication. The Policy will be sent to the Board of School Directors for a first reading at their meeting on January 3, 2017.

Other

A Policy and Regulation on Maintaining Appropriate Boundaries With Students will be drafted and presented at a future Policy Committee meeting.

Future Meetings

Additional committee meetings will be scheduled after School Board reorganization in December 2016. Please visit the District website at www.tesd.net for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

Adjournment

The meeting adjourned at 7:35 PM.

2016 Policy Committee Goals:

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

Tutoring for a Fee

~~Except in cases of assigned homebound instruction, teachers shall refrain from tutoring their current students for a fee.~~

~~In order not to unnecessarily deprive to allow District students of access to the many qualified private tutors who are also District employees, while minimizing the potential for conflict of interest created by teachers and other instructional staff tutoring their own students, the District permits tutoring of District students by District staff pursuant to the guidelines below and in accordance with Pennsylvania's *Code of Professional Practice and Conduct for Educators*, which provides in part: "The professional educator may not ... exploit a professional relationship for personal gain or advantage."~~

Definitions

~~For purposes of this policy, "teachers and other instructional staff" includes classroom teachers, teachers of special subjects (e.g. such as music and art), counselors, psychologists, aides, special education teachers, teachers co-teaching with a classroom teacher, and related services providers, including but not limited to, speech therapists, occupational therapists and physical therapists.~~

~~"Tutoring" means providing additional, special, or remedial instruction to a student in the employee's assigned area of certification.~~

~~"Current student" means a student on the teacher's and other instructional staff's class list or case load or who is otherwise specifically assigned to the teacher and other instructional staff regardless of the time of year.~~

Tutoring Own Students for a Fee Prohibited

~~All District students are entitled to reasonable assistance from their teachers without additional cost. Moreover, allowing any teacher to charge a fee to their own students for tutoring could create an appearance that the student will have an unfair academic advantage. Therefore, teachers shall refrain from tutoring their current students for a fee either individually or in groups. Furthermore, teachers may not initiate any type of private business or "tutoring for a fee" relationships with their current students, or those students' parents/guardians, regardless of when the tutoring may occur. For example, a teacher cannot solicit prospective business from a current student even if the tutoring may occur when the student is no longer in his or her class, such as during the summertime.~~

Other Restrictions on Tutoring

~~No tutoring or private lessons for which a teacher or other instructional staff receives a fee will may be carried on in the school building.~~

Adopted: September 8, 1969

Tredyffrin/Easttown School District

Revised: May 23, 1994

Reviewed: January 24, 2000

First Reading: January 3, 2017

Teachers and other instructional staff ~~A teacher or other employee~~ may not use District resources such as ~~his/her~~their assigned computer or classroom materials, including assessments, in connection with a private tutoring business.

No solicitation for tutoring for a fee services may occur on District property or through any District means of communication ~~at any time~~.

Related References:

22 Pa.Code Section 235 (Code of Professional Practice and Conduct for Educators)

Adopted: September 8, 1969
Revised: May 23, 1994
Reviewed: January 24, 2000
First Reading: January 3, 2017

Tredyffrin/Easttown School District

Tutoring for a Fee

Teachers and other instructional staff who tutor their current students for a fee individually or in groups will be subject to discipline up to and including discharge. This prohibition applies even if the tutoring is in a subject matter different than the subject matter for which the student is receiving instruction from the staff member.

Teachers and other instructional staff who tutor students will do it on their own time and not on the premises of the District. Arrangements regarding costs and scheduling of the sessions will be done by the tutor before or after regular work hours.

Electronic Communications between Employees and Students

All electronic communications conducted by an employee with a student must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

1. District-provided email;
2. District-sponsored web site (including school and teacher web pages);
3. Telephones (not including texting, unless otherwise permitted under number 4 below); and
4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities.

School District employees are prohibited from using any electronic communication methods with a student for purposes not related to educational or extra-curricular programs or activities, except as specifically authorized in Administrative Regulation.

*Electronic Communications between Employees and Students**Usage*

All electronic communications occurring at any time by employees to students are to be completely professional.

Employees are prohibited from using any electronic communication methods with students for purposes not related to educational or extra-curricular programs or activities except in the event that an employee and a student are immediate family members or close relatives as provided by the following examples:

- Employee is the parent of a District student.
- Employee is the aunt or uncle of a District student.
- Employee is the grandparent of a District student.

Examples of permitted use related to educational or extra-curricular programs or activities are:

- Coaches or activity advisors sending group messages to team members or other participants by text, personal email, Twitter or other method pertinent to event cancellations, postponements or location changes.
- Overnight trip chaperones sending group messages to trip attendees by text, personal email, online social networking service, or other method to coordinate meeting places or schedules while on the trip.

Text messages may be a form of electronic communication that is especially valuable in certain contexts when the possibility of immediate and/or urgent contact with students by employees is desirable. Such contexts include but are not limited to the following:

- Employee coaches who need the ability to quickly reach student athletes, team members, etc.
- Employee advisors of extra-curricular programs or activities who need the ability to quickly reach student participants.
- Employees chaperoning District field trips who need the ability to monitor the locations of students.

If an employee plans to electronically communicate with students through the use of text messages, he or she must obtain permission to do so from his/her building principal. Also, if permission is received, the employee must not only provide students' parents with written notification of the intent to use text messaging but must also obtain written parental permission to do so.

Improper and/or inappropriate electronic communication between employees and students is prohibited, regardless of whether the employee or the student initiates the communication. Improper and/or inappropriate electronic communication includes but is not limited to any type of message that may be viewed as:

- Derogatory;
- Sexual, lewd, pornographic, or obscene in content;
- Offensive through the use of profanity;
- Threatening or harassing;
- Discriminatory;
- Facilitation of illegal activities;
- Having the purpose to assist personal, commercial or for-profit ends;
- Expression of political viewpoints;
- Unauthorized or illegal distribution, reproduction, or use of copyrighted materials;
- Fraternalization or otherwise crossing the line between professional and personal boundaries; or
- Suggestive in nature.

Reporting

Any electronic communication made by an employee to a student or that is received by an employee from a student using a means other than one provided by or authorized by the District shall be reported by the employee to his/her building principal or his/her designee.

Employees must report to their building principal or his/her designee, any student-initiated electronic communication that may be construed as improper and/or inappropriate. Such reports shall be made immediately or at the employee's first available opportunity.

Records of any reported electronic communications as described herein shall be maintained by the employee's direct supervisor in accordance with the District's record retention schedule.

Violations

Failure to comply with Policy 4344 and this Regulation may constitute cause for disciplinary action consistent with any applicable collective bargaining agreement, up to and including termination from employment. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

Any suspected violation of Policy 4344 and this Regulation shall be immediately investigated by the employee's building principal or his/her designee. The

investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

The building principal or his/her designee shall meet with the employee to document his/her response to the allegation.

All information from the investigation shall be documented and provided to the Director of Personnel and/or the Superintendent if deemed necessary.

Investigation records shall be maintained by the Director of Personnel in accordance with the District's record retention schedule.

Notification

The Director of Personnel shall ensure that at the beginning of each school year and upon hiring, all employees shall be informed of the provisions of Policy 4344 and this Regulation.

Tredyffrin/Easttown School District
Attachment A

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
Employee/Student Electronic Communication Reporting Form

Reporting Employee: _____
School: _____
Date of Report: _____

INCIDENT:

Who initiated the electronic communication? _____ Employee _____ Student

Date of Communication: _____ Time of Communication: _____

Method of Communication:

- _____ District-Provided E-Mail
- _____ District-Sponsored Web Site (including school and teacher web pages)
- _____ Telephone
- _____ Text Message
- _____ Other: Specify _____

Specify E-Mail Address, Phone Number, Web Site, or Other Electronic Method Used by Employee/Student for Electronic Communication:

Employee(s) Name(s) Involved in Electronic Communication if Other Than Reporting Employee:

Student(s) Name(s) Involved in Electronic Communication: Include School if Different From Reporter's School. (Add attachment if necessary.)

Content/Details of Electronic Communication:

Maintaining Appropriate Boundaries With Students

Definition

This policy applies to District employees, volunteers, student teachers, and independent contractors and the employees of independent contractors who interact with students or are present on school grounds (collectively referred to throughout this Policy as “District Adults”). District Adults does not include District students who serve as a volunteer or on a compensated basis.

Authority

All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor misconduct and other boundary-blurring behaviors that can lead to more egregious behavior. In this context, precursor misconduct means the targeting of a child by an adult through various modes of communication with the intention of meeting the child to have unlawful or otherwise improper sexual activity.

District Adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

This policy applies to conduct committed on or off school property and extends beyond the workday. However, this policy is not intended to interfere with appropriate pre-existing personal relationships between District Adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include District students.

Delegation of Responsibility

The Superintendent shall establish administrative regulations to implement this Policy defining what constitutes prohibited conduct relating to, among other things:

1. Romantic or sexual relationships
2. Prohibited social interactions
3. Prohibited electronic communications

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the District website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Electronic Communications between Employees and Students

All electronic communications conducted by an employee with a student must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

1. District-provided email;
2. District-sponsored web site (including school and teacher web pages);
3. Telephones (not including texting, unless otherwise permitted under number 4 below); and
4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities.

School District employees are prohibited from using any electronic communication methods with a student for purposes not related to educational or extra-curricular programs or activities, except as specifically authorized in Administrative Regulation.

References:

Board Policy and Administrative Regulation No. 5436 “Reporting Suspected Child Abuse”,

School Code — 24 P.S. Sec. 510, 1302.1-A, 1303-A

State Board of Education Regulations — 22 PA Code Sec. 10.2, 10.21, 10.22 Educator Discipline Act — 24 P.S. Sec. 2070.1a et seq.

Pennsylvania's Code of Professional Practice and Conduct for Educators — 22 PA Code Sec. 235.1 et seq.

Child Protective Services Law — 23 Pa. C.S.A. Sec. 6301 et seq.

Maintaining Appropriate Boundaries With Students

Definitions

“District Adults” means all District employees, volunteers, student teachers, and independent contractors, including the employees of independent contractors who interact with students or are present on school grounds. The term District Adults as used in this Regulation, does not include District students who serve as a volunteer or on a compensated basis.

“Legitimate educational reasons” include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the District Adult's job duties.

Prohibited Conduct

Romantic or Sexual Relationships

District Adults shall be prohibited from dating, seeking the romantic affections of, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with District Adults as defined in this regulation.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexualized dialogue
4. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
5. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions

In order to maintain professional boundaries, District Adults shall ensure that their interactions with students are appropriate.

The following are examples of conduct that could or may violate professional boundaries.

In the context of these examples, the following definitions apply:

“personal” means of or concerning one’s private life, relationships and emotions rather than matters connected with one’s public or professional career.

“legitimate educational reason” is inclusive of co-curricular or extracurricular activities and means justified entirely by professional interest, not personal or private interest. Such determinations are made on a case-by-case basis.

Examples of Conduct that Could or May Violate Professional Boundaries include, but are not limited to:

1. Disclosing personal, sexual, employment concerns or other private matters to one or more students. Exchanging notes, emails or other communications of a personal nature with a student a legitimate educational reason.
2. Giving personal gifts, cards or letters to a student without a legitimate educational reason.
3. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional District Adult-student relationship.
4. Taking a student out of class without a legitimate educational reason.
5. Being alone with a student behind closed doors without a legitimate educational reason. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
6. Inviting a student to the District Adult's home without express authorization from the employee’s supervisor and the student’s parent/guardian.
7. Going to a student's home without express authorization from the employee’s supervisor, unless invited by the parent
8. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
9. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal or supervisor. If circumstances are such that the parent/guardian is not available to request approval and a student has no other option to be transported, then the District Adult may provide a student a ride after notifying and receiving approval from the building principal or supervisor and notifying the parent/guardian after the fact.
10. Furnishing alcohol, illegal drugs or tobacco to a student or being present where any student is consuming these substances.

11. Engaging in harassing or discriminatory conduct prohibited by other District policies or by state or federal law and regulations.

Electronic Communications

For purposes of this regulation, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, District Adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, all employees, including extra-duty employees such as coaches and activity sponsors, shall use District-provided email or other District-provided communication devices when communicating electronically with students. The use of District-provided email or other District provided communication devices shall be in accordance with District policies and procedures.

District employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with parents and students that are not specifically authorized. District Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal. Some examples of allowable communications in this context include where the adult is a family relative of the student.

Improper and/or inappropriate electronic communication between employees and students is prohibited, regardless of whether the employee or the student initiates the communication. Improper and/or inappropriate electronic communication includes but is not limited to any type of message that may be viewed as:

- Derogatory;
- Sexual, lewd, pornographic, or obscene in content;
- Offensive through the use of profanity;
- Threatening or harassing;
- Discriminatory;
- Facilitation of illegal activities;
- Having the purpose to assist personal causes or for-profit ends;
- Expression of political viewpoints;
- Unauthorized or illegal distribution, reproduction, or use of copyrighted materials;

- Fraternization or otherwise crossing the line between professional and personal boundaries; and/or
- Suggestive in nature.

Group Messaging for Sports and Other Activities

Regarding the use of electronic or digital messages (including text messages), the Board realizes this may be a form of electronic communication that is especially valuable in certain contexts when the possibility of immediate and/or urgent contact with students by employees is desirable. Such contexts include but are not limited to the following:

- Employee coaches who need the ability to reach student athletes, team members, etc., quickly
- Employee advisors of extra-curricular programs or activities who need the ability to reach student participants in a short time frame.
- Employees chaperoning District field trips who need the ability to monitor the locations of students.

If an employee plans to communicate electronically with students through the use of text messages, the employee must obtain permission to do so from his/her building principal using the form attached as Attachment A. Also, if permission is received, the employee must not only provide students' parents with written notification of the intent to use text messaging but must also obtain written parental permission to do so.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this regulation. The District Adult shall be prepared to articulate the reason for any deviation from the requirements of this regulation and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this regulation.

There will be circumstances where personal relationships develop between a District Adult and a student's family, e.g. when their children become friends. This regulation is not intended to interfere with such relationships or to limit activities that are normally consistent with such

relationships. District Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many District Adults are involved in various other roles in the community through non-District-related civic, religious, athletic, scouting or other organizations and programs whose participants may include District students. Such community involvement is commendable, and this regulation is not intended to interfere with or restrict a District Adult's ability to serve in those roles. However, District Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between a District Adult and a student, shall immediately notify the Superintendent, principal or other administrator.

All District employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

It is a violation of this regulation to retaliate against any person for reporting any action pursuant to this regulation or for participating as a witness in any related investigation or hearing.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of prohibited harassment of students as referenced below.

It is understood that some reports made pursuant to this regulation will be based on rumors or misunderstandings; the mere fact that the reported District Adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported District Adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the

investigation or hearings, this may be addressed as a violation of this regulation and other applicable laws, regulations and District policies. Obstruction includes but is not limited to violation of "no contact" orders given to the reported District Adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A District employee who violates this regulation may be subject to disciplinary action, up to and including termination, in accordance with all applicable District disciplinary policies and procedures.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this regulation may be prohibited from working or serving in District schools for a defined period of time or permanently, as determined by the Superintendent or designee.

The District shall provide training with respect to the provisions of this regulation to current and new District employees, volunteers and student teachers subject to this regulation.

The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this regulation and related procedures.

References:

Board Policy No. 4150 "Insurance Protection - Employees Using Their Own Automobiles"

Administrative Regulation No. 5420 "Unlawful Harassment by and of Students"

Board Policy and Administrative Regulation No. 5436 "Reporting Suspected Child Abuse"

School Code — 24 P.S. Sec. 510, 1302.1-A, 1303-A

State Board of Education Regulations — 22 PA Code Sec. 10.2, 10.21, 10.22 Educator Discipline Act — 24 P.S. Sec. 2070.1a et seq.

Pennsylvania's Code of Professional Practice and Conduct for Educators — 22 PA Code Sec. 235.1 et seq.

Child Protective Services Law — 23 Pa. C.S.A. Sec. 6301 et seq.

Attire-Dress and Appearance

It is the Policy of the District that the dress and appearance of employees ~~with respect to dress and grooming~~ is important for maintaining a positive learning and working environment. Good personal hygiene and appropriate dress foster respect, prevent unnecessary distraction, promote a positive image of the District and promote positive role models for students and staff.

Employees should present themselves in a physically clean, neat, well-groomed, and professional manner. Employees should dress in a manner that is appropriate for each professional's assignment and that is conducive to the educational environment. The Board recognizes that assignments and activities vary between employees and from day to day requiring employees and persons responsible for enforcing this Policy to use common sense and good judgment as to what is appropriate attire.

The Superintendent or designee shall create and distribute regulations in accordance with this Policy.

Dress and Appearance

General Guidelines

District employees are expected to be:

- physically clean;
- neat;
- well-groomed; and
- dressed in a manner reflecting their professional assignment.

A District employee's dress or appearance may not cause a substantial or material disruption to the learning environment.

Appropriate Dress

In regard to decisions regarding dress and appearance, employees shall remember that the District is an institution for the education of children. As such, employees are not permitted to wear clothing that:

- bears an emblem or advertisement for products that are inappropriate or illegal for use by children (i.e. cigarettes, alcohol, drugs, etc.);
- encourages inappropriate or illegal activities by children; and/or
- is sexually suggestive in terms of displaying evocative printed words or images and/or through some other obvious and unquestionable manner.

Promotion of Religion

Within the limits of the law, the District strives to create an environment that fosters free expression of religion. Subject to employees' constitutional right to freedom of religious expression, District employees may not wear in a District school and during the school day, or while otherwise engaged in the performance of the employee's duties, any visible dress, mark, emblem, or insignia that either inherently promotes or is worn with the intention to promote a particular religious order, sect, or denomination. In case of doubt as to whether the wearing of any item promotes religion in this way, the employee should contact the employee's supervisor or the Director of Human Resources.

Political Advocacy

Because partisan political activities are prohibited on District property, all District employees are prohibited from wearing any clothing, buttons, signs, or other accessories that advocate for or against a particular political candidate and/or party or political issue, except at locations designated as polling places on Election Day during nonworking time, or as permitted by the organizer of a non-partisan debate, speech or other similar event authorized by the District.

Exceptions

If a District employee feels that an exception to Board Policy and this Administrative Regulation regarding “Dress and Appearance” would enable the employee to carry out assigned duties more effectively, a request should be made to the employee’s immediate supervisor or the Director of Human Resources.

School Day

The length of the school day and the established time for opening and closing shall be determined by the Board upon recommendation of the Superintendent. To increase the efficiency of the transportation system, opening and closing times of the several schools may vary.

Classroom Field Trips

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

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

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

Classroom Field Trips

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

Definition

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

Application

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

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

Notification

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

Changes to Trip Schedule

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

Number of Students

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

Approval of Student Attendance

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

Loading and Unloading Students

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

Supervision of Students

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

Authority of Driver

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

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

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

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

Certificate of Insurance, Compliance with Section 1362

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

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

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

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

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

Model School Field Trip Proposal Form

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

Date Submitted ____/____/____

Date of Field Trip ____/____/____

Teacher Submitting Proposal: _____

Grade Level of Students: _____

Number of Students Participating _____

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

Place(s) to be Visited: _____

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

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

Time and Place of Departure: _____

Time and Place of Return: _____

Transportation: (please check)

_____ School Bus Bus Company Name _____

_____ Charter Bus Bus Company Phone (____) _____

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

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

Will any students not participate? If yes, explain:

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

Sources of funds for field trip: Transportation _____

Student Needs _____

Miscellaneous _____

Provisions for meals: Breakfast: _____

Lunch: _____

Dinner: _____

SCHOOL _____

Model Permission Form for One Day Field Trips

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

Insert description of trip, including:

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

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

Include the following for Conestoga High School students:

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

Signed: _____
(parent or guardian)

Address: _____

Phone (day): _____

Phone (home): _____

Signed: _____
(student/over age of 18 only)

**FIELD TRIP MEDICAL INFORMATION
CONESTOGA HIGH SCHOOL**

Student's Name _____ Date of Birth _____

Parent/Guardian Name(s) _____ Home Phone Number _____

Address _____

Parent/Guardian Work Phone Number(s) _____

Parent/Guardian Cell Phone Number (s) if applicable _____

List current medication (s) being taken: _____

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

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

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

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

History of past illness that may affect emergency treatment: _____

Health/Hospital Insurance: _____ Policy Number: _____

Name of Family Physician: _____ Phone Number: _____

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

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

Parent or Guardian Signature _____

Date _____

Charter Schools

Preamble

In order to provide students, parents, and community members an opportunity to establish alternate educational experiences to those offered by the District, the Board of School Directors of Tredyffrin/Easttown School District shall evaluate applications submitted for charter schools located within the District, and for Regional Charter Schools in accordance with the requirements of Act 22 of 1997 and those established by the Board.

The District will cooperate with individuals and groups submitting proposals and applications for charter schools. Each charter school application shall demonstrate compliance with the requirements of the Charter School Law and any additional requirements established by the Board.

Definitions (24 P.S. 17-1703-A)

1. “District” means the Tredyffrin/Easttown School District.
2. “Appeal Board” means the State Charter School Appeal Board established by the Charter School Law.
3. “Charter School” means an independent public school established and operated under a charter from the local board of school directors and in which students are enrolled or which students attend. A Charter School must be organized as a public, nonprofit corporation. Charters may not be granted to any for-profit entity.
4. “Department” means the Department of Education for the Commonwealth of Pennsylvania.
5. “Local Board of School Directors” or “Board” means the board of school directors of a school district in which a proposed or approved Charter School is located. The Board of School Directors of the Tredyffrin/Easttown School District will be referred to as the “Board” in this statement of Policy.
6. “Regional Charter School” means an independent public school established and operated under a charter from more than one local board of school directors. A Regional Charter School must be organized as a public, nonprofit corporation.
7. “School Entity” means a school district, an intermediate unit, joint school, or area vocational-technical school.
8. “Secretary” means the State Secretary of Education of the Commonwealth of Pennsylvania.
9. “Superintendent” means the Superintendent of the Tredyffrin/Easttown School District.

10. "Board of Trustees" means the board of trustees of a proposed or approved Charter School or Regional Charter School.

Procedure for Review of a Charter School Application

1. Individuals or groups desiring to submit an application shall do so on the application form attached to this Policy (Attachment #1). Application forms are available in the Office of the Superintendent.
2. The original and nine copies of the application are to be submitted to the Office of the Superintendent of Schools on or before November 15 of the year prior to the September initiation of the Charter School. The date of submission will be documented, and letter addressed to the applicant(s) will acknowledge receipt of the proposal. The date of submission will initiate the time period in which the District review must be completed. This review must result in Board action on the proposal within a time period of not less than forty-five (45) days and not more than seventy-five (75) days after the first public hearing on the Charter School application.
3. The Superintendent shall forward copies of the Charter School application to the members of the Board. Announcement of the receipt of the application will occur at the next scheduled meeting of the Board and be documented as a matter of record.
4. Upon receipt of the application at the next regular business meeting, the Board shall pass a resolution setting the first hearing date, establishing the procedures for the conduct of the hearing, and authorizing the administrative review as described in #5 (below) of this section.
5. The Superintendent will appoint a technical review team which shall include the Superintendent or designee, Solicitor, Controller, a Board member, a representative of the T/E Education Association, and other members of the professional staff which may include central staff, building principals and/or teachers. The technical review team will be responsible for review of specific areas of the application as follows:
 - a. The Solicitor will review the application to determine compliance with provisions of Act 22 and all other applicable statutory and/or regulatory requirements.
 - b. The controller will direct a review of the application to determine the adequacy of provisions for budget, finance and insurance. The adequacy of the facilities identified in the application will be reviewed as well as compliance with any applicable township procedures.
 - c. The Director of Curriculum will direct a review of the application and an analysis of support services that the District will be obligated to commit to the Charter School. This analysis will include provisions for transportation, health, psychological, special education, and other services. The analysis will include an estimated projection of the cost or value of these services.
 - d. The Director of Curriculum will direct a review of the educational program described in the Charter School application. The review will consider matters,

which include but are not limited to, the school calendar, length of instructional day, provisions for student assessment and the educational mission, goals, and objections of the proposed program of instruction.

6. The Board will request additional information from the applicant if it finds the application incomplete or if additional information will assist in its determination. Failure on the Board's part to request such information does not, however, constitute a waiver of the board's right to reject an application due to significant or substantial omissions of required information.
7. This review will be compiled on the Tredyffrin/Easttown School District Charter School Application Review Form (Attachment #2). After reasonable notice, the Board will schedule and conduct at least one (1) public hearing within forty-five (45) days of the receipt of the Charter School application. The public hearing will require that the applicant(s) make a formal presentation to provide an overview and general orientation of the major elements of the proposed Charter School as well as review all major requirements of Act 22. Members of the Board and members of the District administration and staff will be provided the opportunity to question the applicant(s) about issues of interest and concern and about the operation of the proposed Charter School. The hearing will afford members of the general public the opportunity to offer testimony and comment on the Charter School application.
8. The Board Education Committee will formulate a recommendation for Board action on the Charter School application based upon information received in the public hearing, the results of the technical review and as a qualitative review based upon criteria which include, but are not limited to
 - a. Demonstrated and sustainable support for the Charter School by teachers, parents, other community members and students.
 - b. Capability of the Charter School to offer a comprehensive learning experience for all prospective students.
 - c. Capacity of the Charter School to offer increased learning opportunities by all, innovative teaching methods, new opportunities for teachers and expanded choices for parents and students.
 - d. Potential for the Charter School to serve as a model for the public schools.
 - e. Whether there are sufficient signatures of parents or other interested individuals attesting to a commitment to enroll their children in the proposed Charter School.
 - f. Whether or not the educational program proposed by the Charter School is consistent with good educational theory and will actually benefit students who participate in the program.
 - g. Whether or not the financial plan for the Charter School would promote financial viability of the organization and is feasible to be implemented.

- h. A financial plan of at least five years must be submitted along with an estimate of the minimum number of students needed for the school to be financially viable.
 - i. The existence of a demographic study which shows the need for the school and the estimated number of students who would attend.
 - j. The extent to which the proposed facilities of the applicant would provide a safe and appropriate place for learning.
9. The Board will take action on the Charter School application in not less than forty-five (45) days and not more than seventy-five (75) days after the first public hearing on the Charter School application. A Charter School application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of the Sunshine Act.
10. Written notice of the decision of the Board shall be sent to the applicant, Department of Education and the Appeal Board, including reasons for denial and a clear description of application deficiencies if the application is denied. The Board shall consider denied applications that are revised and resubmitted at the first Board meeting occurring at least 45 days after receipt of the revised application by the Board. The Board may, at its discretion, schedule additional hearings to consider the revised application. This communication will be conveyed to all parties involved by the Board Secretary.

Term and Form of Charter

1. Upon approval of an application to establish a Charter School, the Board and the Board of Trustees of a Charter School shall develop a written charter, which will be signed by the Board and the Board of Trustees. The charter shall be for a term of not less than three years or more than five. Upon satisfactory confirmation that the Charter School is conforming to the charter, the Board may renew the charter for subsequent terms of five years.
2. The written charter shall include conditions required by law or otherwise agreed to by the Board and the Board of Trustees including provisions that:
 - a. The Board of Trustees shall comply with all conditions of the charter, the Charter School Law and the provisions of the Act of March 10, 1949 (P.L. 30, No. 14) as amended and known as the Pennsylvania School Code which apply to charter schools.
 - b. The Charter School and the Board of Trustees shall comply with other applicable state laws and regulations, including pertinent sections of 22 Pa. Code set forth in the Charter School Law.
 - c. The Charter School and the Board of Trustees shall acquire adequate liability and risk insurance coverage, which names the District as an additional insured. Minimum coverage shall be established in the charter.

- d. The Board of Trustees and the Charter School shall be solely liable for any and all damages and costs of any kind resulting from legal challenges involving the operation and/or other actions of the Board of Trustees, the Charter School and its employees.
- e. The Board shall have the right to annually assess whether the Charter School is meeting the goals of its charter. This condition shall require the Charter School to submit an annual report to the Board not later than August 1 of each year in the form prescribed by the Secretary. The Board shall have ongoing access to the records and facilities of the Charter School to ensure that the Charter School is in compliance with the charter, and the requirements of the Charter School Law.
- f. The Board of Trustees and the Charter School shall not discriminate in employment practices or admissions based on disability, race, creed, color, gender, national origin, religion, ancestry or the need for special education services.
- g. Define agreements, if any, between the Board and the Board of Trustees concerning services to be provided by the District to the Charter School and concerning participation by Charter School students in District extracurricular activities.
- h. Any other terms or conditions deemed necessary by the Board or other terms and conditions agreed to by the Board of Trustees.

Oversight, Review, Renewal or Revocation of Charter

- 1. The Board, in addition to granting or denying charter, retains the authority to revoke or terminate a charter in accordance with the provisions of Act 22.
- 2. The Charter School shall submit a copy of its annual report to the Secretary of Education and Secretary to the Board of School Directors in accordance with 24 PS 1728-A(B).
- 3. The Board will annually establish a visiting committee to assess whether a Charter School is complying with the terms and conditions of its charter and meeting the goals of its charter. The visiting committee may request additional information to supplement the required annual report.
- 4. The visiting committee shall have ongoing access to the records and facilities of the Charter School in order to ensure that the Charter School is in compliance with its charter, Board Policy, and applicable laws.
- 5. The chairperson of the visiting committee shall accept, record, and investigate any complaints about the conduct of the Charter School.
- 6. A Charter School shall submit monthly enrollment figures and financial reports to the District in a format defined by the Superintendent.

7. Prior to granting a charter renewal, the Board will conduct a comprehensive review of the Charter School.
8. The Board may choose to revoke or not to review a charter based on any of the following reasons:
 - a. One or more material violations of the written charter.
 - b. Failure to meet the requirements for Student Performance set forth in 22 Pa. § 5.1 et. Seq. or the written charter or subsequent regulations promulgated to supplement or replace Chapter 5.
 - c. Failure to meet generally accepted standards of fiscal management or audit requirements.
 - d. Violations of any provisions in the Charter School Law.
 - e. Violations of any provisions of state or federal law from which the Charter School has not been exempted, including any statute or regulation governing children with disabilities.
 - f. The Charter School has been convicted of fraud.

Any notice of revocation or of non-renewal of a charter given by the Board will state the grounds for such action with reasonable specificity. The Board shall conduct a public hearing concerning such revocation or non-renewal in accordance with the Charter School Law. In cases where the health or safety of the students and/or staff is at risk, the Board may take immediate action to revoke a charter.

Miscellaneous Provisions

1. The Board may approve a leave of absence for a period up to five years for an employee of the District to work in a Charter School located in the District or in a Regional Charter School in which the District is a participant.
2. Any temporary professional employee or professional employee granted a leave of absence to teach in a Charter School by the District has the right to return to a comparable position for which this person is properly certified. The District shall not be obligated to accept the return of an employee on leave to teach in a Charter School unless the request to return is made no later than March 30 and the return is effective at the beginning of the next school year. No temporary professional employee or professional employee who leaves employment at a Charter School shall be reinstated until the District is in receipt of a current criminal history report and an official clearance statement regarding child injury or abuse from the Department of Public Welfare. A temporary professional employee on leave from the District to teach in a Charter School shall be required to complete three consecutive years of satisfactory service within the District to be eligible for tenure.
3. At its sole expense, the Charter School shall provide teachers on leave from the District the same health care benefits the District would have provided in the absence

of the leave. District health benefits shall be reinstated when the teacher returns from leave.

4. If the Charter School closes during the course of an academic year, the District may assign returning students to any school for the balance of that academic year at its sole discretion.
5. The District may include Charter School staff members in staff development programs when so requested by the Charter School on a case by case basis. The Charter School shall pay pro rata costs for participating Charter School staff. In the event that a limited number of openings in such programs are available for Charter School staff, preference shall be given to Charter School staff on leave from the District.
6. Students of the Charter School who reside in the District and who meet all District eligibility requirements may participate in District athletics and club activities if the Charter School does not offer the same athletic or club activity.
7. A Charter School and the District may arrange for the District, at its discretion, to provide certain services to the Charter School including, but not limited to, custodial services, maintenance services, payroll and benefits services, food services, etc. Such arrangements will be set out in the charter or in contracts mutually agreed to by the Board and the Board of Trustees.
8. The District will provide student transportation for students enrolled in a Charter School or a Regional Charter School consistent with the Charter School Law.

See: Application Form Attached

Deadline Chart Attached

FORMAT FOR CHARTER SCHOOL APPLICATION

Use the following format to prepare materials in support of an application for approval of a charter school. Use as much space as required and cover the material in sufficient depth to allow the Board of School Directors to make an informed decision on the application. Appendices should be limited to bulky documents and copies of official documents presented as evidence of compliance. Please provide an original and nine (9) copies of the information requested below.

Section I. Applicant

1. Name of the proposed charter school.
2. Name the applicant, giving complete mailing address, phone, and fax numbers.
3. If the applicant is an organization sponsor, define the organization and state its corporate purposes.
4. Identify the grade levels to be served.
5. Identify the school district(s) from which students will be drawn and from which approval of the application is being sought.

Section II. Governance and Administrative Structure

1. Describe how the charter school will be governed.
2. Describe how members of the Board of Trustees will be named or elected.
3. Describe how parents and community members will be involved in the governance of the school.
4. Name the person and state the qualifications of the person designated to run the school.
5. Describe how the administrative responsibilities for running the school will be carried out and who will be responsible for each aspect.

Section III. Mission, Goals and Assessment Procedures

1. Clearly define the vision, mission, and purpose of the charter school.
2. State whether the charter school is sectarian or non-sectarian, profit or non-profit.
3. Describe how the charter school will provide expanded educational opportunities within the T/E school system.
4. Define the educational standards for the school, for each benchmark level of the school (grades 3, 6, 8 and 12).
5. Demonstrate how the curriculum/educational program for the charter school will improve student learning; increase learning opportunities for all student; encourage the use of innovative and different teaching methods; provide bias free instruction—all as compared with the curriculum/educational program of the T/E Schools.
6. Describe how the educational program, through support and planning, will provide comprehensive learning experiences to students.

7. Describe the curriculum that will be offered to students and how curricular materials will be selected.
8. Describe how the charter school will provide parents and students with expanded choices in the types of educational opportunities available within the public school system.
9. Describe the ways, and extent to which, the charter school will serve as a model for other public schools in the T/E School District.
10. Demonstrate the charter school's ability to meet measurable academic standards.
11. Describe the charter school's system for student assessment.
12. State the charter school's agreement to submit an annual report to the T/E School District describing the extent to which the school is meeting its goal(s).

Section IV. Admission Policy and Criteria

1. Demonstrate that the admissions Policy and criteria comply with the admissions requirements listed in the charter school legislation for Pennsylvania, for ADA, for Family Educational Rights and Privacy Act, and for IDEA.
2. Demonstrate that the charter school will meet the needs of students with disabilities, bilingual and at-risk students.
3. Demonstrate that the charter school will target low-achieving students and provide equal access for all students.
4. State the charter school's agreement to have the Chester county Intermediate Unit conduct all special education identification and placement.
5. Project the impact of the charter school on student demographics in the public schools.

Section V. Student Discipline Policy and Expulsion Criteria

1. Define the procedures to be used for suspension and expulsion of students.
2. Define the discipline policies and procedures of the charter school.
3. State the charter school's commitment to enroll students for a one-year period.

Section VI. Community Support

1. Demonstrate sustainable support for the charter school plan among teachers, parents, students, and other community members.
2. Present the signatures of parents attesting to their commitment to enroll their children in the proposed charter school, and show evidence there is no bias in the enrollment.
3. Describe how the charter school will ensure ongoing parental involvement.
4. Demonstrate that parents and community organizations have been involved in the planning process of the charter school.

Section VII. Fiscal Operations

1. Provide a five-year financial plan, including provision for annual auditing of the charter school's fiscal operations by a certified public accounting firm.
2. Demonstrate that the five-year financial plan follows the guidelines for budget development of the Commonwealth of Pennsylvania.
3. Identify the minimum number of students needed for the charter school to remain financially viable.
4. Specify the length and conditions of the teacher contract (include copy as an appendix).
5. Give best estimates (based on student enrollment projections) or transportation costs to be covered by the T/E School District.
6. Project the fiscal impact of the charter school on the T/E School District.

Section VIII. Compliant Procedure

1. Define the procedure for reviewing parent complaints regarding the operation of the charter school.

Section IX. Facilities

1. Identify and describe the facility(ies) to be used to house the charter school.
2. Specify the ownership and leasing arrangement of the physical plant.
3. Document receipt of municipal certification (append copy[ies]) for use of the facility as a charter school.

Section X. School Calendar

1. Specify the proposed school calendar, length of the school day, and length of the school year.

Section XI. Faculty

1. Demonstrate that the educational program creates new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.
2. Define the proposed staff development plan for the charter school.
3. Indicate the number of certified and non-certified staff, and list their qualifications.
4. Define the charter school's employee performance appraisal system.

Section XII. Extracurricular Activity

1. List the extracurricular activities for students provided by the charter school.
2. Summarize any request(s) with the School District (include copy in an appendix) for student participation in extracurricular activities within the District for activities the charter school does not provide.

Section XIII Staff Clearance

1. Document compliance with the State requirement that the charter school conduct a criminal history record check (append certification of criminal history clearance) on all staff and volunteers who will have contact with students.
2. Document that the charter school has secured an official clearance statement (append clearance statement) regarding child injury or abuse from the Department of Public Welfare.

Section XIV. Liability, Insurance and Risk Management

1. Summarize provisions for health, workers compensation, retirement, automobile liability, general liability, property, trustee and employee liability, performance surety, tort liability and errors and omissions insurance and demonstrate that levels of coverage are consistent with those of the T/E School District. (Append copies of the policies.)
2. State the charter school's commitment to comply with all Federal, State, and local regulations and statutes pertaining to health, safety, civil rights, insurance, and education of the students.
3. State the charter school's commitment to provide a free, appropriate public education for all students.
4. State the charter school's commitment to comply with the drug awareness, weapons, and sexual harassment policies of the T/E School District.

Charter School Application Process Timeline

Maximum Time Allowed	Activities	
November 15	Deadline to submit application for following academic year	<p>Superintendent acknowledge receipt of application in writing</p> <p>Superintendent forward copies of application to Board members</p> <p>Board action acknowledging receipt of application and initiating review process</p> <p>Conduct technical review in accordance with Policy</p>
December 30	Deadline for the Board to hold at least one public hearing	(45 days after receipt of application)
March 15	Deadline for final decision to grant or deny application	<p>(At least another 45 days, but not more than 75 days, must transpire between first public hearing and final decision by majority vote of all Board members)</p> <p>Reasons and clear description of deficiencies if denied</p> <p>Written notice of Board decision to applicant, State Board, and Appeal Board (if denied)</p> <p>Preparation of charter</p>

Charter Schools

Application Process Timeline

Within 45 days of submission if revise and resubmit application	Board may schedule additional hearings, but must consider revised and resubmitted application at first Board meeting occurring at least 45 days after receipt	Board must provide notice of consideration of revised application under Sunshine Act
Within 60 days of denial	Deadline for applicant to obtain necessary signatures and presenting petition to county court of common pleas	Applicant must obtain signatures from 2% of district residents or 1,000 residents over age 18 whichever is less
No later than 30 days after notice of sufficiency from court of common pleas	Deadline for Appeals Board to meet and review certified record of application	
No later than 60 days after review	Deadline for Appeals Board to issue written decision affirming or denying appeal	
Within 10 days of notice of reversal of decision	Board required to grant application and sign written charter	If Board fails to do so, charter deemed to be approved and will be signed by Chair of Appeals Board
July 1	Charter school permitted to file its application as appeal to Appeal Board if school district fails to hold required hearings within time allowed or denies application	
August/September	Charter school opens	