

Policy Committee Agenda
Thursday, June 9, 2016 7:00 p.m.
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the May 19, 2016 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - Policy 3231: Federal Fiscal Compliance
 - Policy 3390: Travel Reimbursement – Federal Programs
 - Policy 4020: Conflict of Interest and Disclosure of Confidential Information – Prohibition (Tredyffrin Easttown School District Employees)
 - Policy 8120: Food and Nutrition Services
 - Policy 9140: Board Committees
 - Policy 9360: Conflict of Interest (Board Members)
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - Regulation 8060: Security of District Facilities
- 6. Policies and Regulations for Review and Discussion**
 - Policy and Regulation 5421: Hazing
 - Policy and Regulation 5420: Prohibited Harassment of Students By Non-Students
 - Policy and Regulation 4330: Prohibited Harassment by and of TESD Employees
 - Regulation 2140 : District Athletic Director - Duties
 - Policy and Regulation 4223: Military Leave
 - Policy and Regulation 6153: Classroom Field Trips
- 7. Future Meetings**

Please visit the District website at www.tesd.net for meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200.

2016 Policy Committee Goals:

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 To continue with a cyclical review of Board policies in determining if policies should be revised, updated or repealed.

**Draft Pending Committee Approval
Policy Committee Meeting
Thursday, May 19, 2016
T/E Administrative Offices, Room 200
7:00 p.m.**

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

Other Board Members: Doug Carlson, Michele Burger

T/E School District Representatives: Rich Gusick, Ken Roos, Ed Diasio, Art McDonnell, Dave Preston, Mike Szymendera, and Mark Cataldi

Community Members: Theodore Horvath

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

Public Comment

Theodore Horvath commented on the upcoming VFMS Relays and Policy and Regulation 8060: Security of District Facilities relating to the track area at Valley Forge Middle School.

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 June 1, 2016.

Policy 8060: Security of District Facilities

A change in the Policy title was made to match with the title of the Regulation. Revisions to this Policy focused on maintaining security of District facilities and protecting the safety of students, staff, and visitors against unauthorized access/entrance.

Policy 6194: District Issued Laptops

This new Policy was introduced in connection with the Board approved one-to-one laptop initiative that will begin in the 2016-2017 school year. The Policy incorporates the components of communication to students and parents/guardians, terms and conditions of use, guidelines for establishing regulations, and sanctions for noncompliance.

Policy 6133: Writing Across the Curriculum

This Policy was recommended to be repealed as writing is directly covered in the curriculum standards.

Information

None

Follow Up from Previous Policy Committee Meeting

Regulation 8060: Security of District Facilities

The topic of access to District property by non-District personnel during the school day originated from a community member and was included in the safety and security consultant's report. The consultant recommended that the District adopt policy and procedures restricting the use of school tracks, courts, etc. during school hours. Discussion was held on the implementation of the proposed revised Policy, including signage at designated locations indicating times of unauthorized use and communication to the community about the changes once they are finalized. This Regulation will be brought back to the Policy Committee meeting on June 9, 2016 to discuss assigned times for authorized and unauthorized access/entrance to District property.

Regulation 6194: District Issued Laptops

This new Regulation includes an attachment on Best Practices for Laptop Use, as well as an Agreement for Laptop Use that must be signed by students and parents/guardians who participate in the one-to-one laptop initiative. Participation in this initiative includes an annual cost sharing fee of \$50 per student, with a maximum annual family fee of \$100. The cost sharing fee includes a manufacturer's extended warranty and accidental damage protection.

Policy 9140: Board Committees

The function, appointment and membership of Board Committees are covered in this Policy. Discussion was held on the appointment and removal of committee chairpersons, as well as the term of committee chairpersons. Legislative was removed from the list of standing committees. The Policy was revised to provide that the Board President appoints and may remove committee chairpersons and other committee members. The Committee decided against imposing term limits for chairpersons and affirmed that the existing wording of rotating committee chairpersons and members where practical provided appropriate guidance to term membership. This Policy will be sent to the Board of School Directors for a first reading at their meeting on June 1, 2016.

Policies and Regulations for Review and Discussion

Regulation 5414: Electronic Communication Devices: Use by Students

Revisions were made to the Network Acceptable Use Agreements (AUAs) which outline the manner in which students need to respect and protect the privacy and safety of others and themselves. Bring Your Own Device (BYOD) is an option for high school students only, so their agreement applies to personal and District-provided electronic communication devices. The agreements for middle school and elementary school students pertain to District-provided devices only. The AUAs must be signed by students indicating that they will comply with District standards and guidelines. Inappropriate, unauthorized, and illegal use will result in the cancellation of privileges and appropriate disciplinary action. A statement will be added to the AUA to reinforce the Policy language which stipulates that students may not use electronic communication devices or have them readily accessible when they are in restrooms, locker rooms or other areas where individuals would have a similar expectation of privacy.

The following Policies and Regulations were revised to comply with new federal standards regarding procurement when federal funds are utilized. The Federal Office of Management and Budget issued new federal regulations called Uniform Grant Guidance that impacted and required changes to policies and procedures. School districts must adopt these new procurement standards by July 1, 2017. Several school districts across the state that have undergone Single Audits have received adverse audit findings for failure to have the appropriate policies and regulations in place with respect to other requirements of the Uniform Grant Guidance that went into place for Local Education Agencies on July 1, 2015. Therefore, it is recommended that these policies and procedures be in place by July 1, 2016. The Policies will be sent to the Board of School Directors for a first reading at their meeting on June 1, 2016.

Policy 4020: Conflict of Interest and Disclosure of Confidential Information – Prohibition (Tredyffrin/Easttown School District Employees)

Policy 8120: Food and Nutrition Services

Policy 9360: Conflict of Interest (Board Members)

Policy 3231: Federal Fiscal Compliance

Policy 3390: Travel Reimbursement – Federal Programs

Regulation 3231: Federal Fiscal Compliance – Allowability of Costs

Regulation 3232: Federal Fiscal Compliance – Cash Management

Regulation 3233: Federal Fiscal Compliance - Procurement

Regulation 3234: Subrecipient Monitoring

Regulation 3235: Federal Fiscal Compliance – Types of Costs, Obligations and Property Management

Adjournment

The meeting adjourned at 8:54 PM.

Future Meetings

Future Policy Committee Meetings are scheduled for 7:00 p.m. on June 9, 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, 940 West Valley Road, Suite 1700, in Room 200.

2016 Policy Committee Goals:

1. To identify and examine critical issues facing the District from a Policy perspective.
2. To review existing Policies and develop new Policies in response to legal requirements administrative recommendations, Board priorities, community input and external issues.
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4. To continue with a cyclical review of Board policies in determining if policies should be revised, updated or repealed.

Federal Fiscal Compliance

Authority

The Board shall ensure federal funds received by the District are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.

The Board shall review and approve all applications for federal funds submitted by the District.

Delegation of Responsibility

The Board designates the Business Manager or his/her designee as the District contact for all federal programs and funding.

The Superintendent, or his/her designee(s), shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, shall develop and adopt additional procedures implementing this policy.

Guidelines

The District's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The District must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The District must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

4. Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property and other assets. The District must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The District shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The District shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The District shall maintain standards of conduct covering conflicts of interest and the actions of employees and District officials engaged in the selection, award and administration of contracts.

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of District policies, administrative regulations, rules and procedures.

Employees - Time and Effort Reporting

All District employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

The District shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.

Record Keeping

The District shall develop and maintain a Records Management Plan and related Board Policy and Administrative Regulations for the retention, retrieval and disposition of manual and electronic records, including emails.

The District shall ensure the proper maintenance of federal fiscal records documenting:

1. Amount of federal funds;

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

2. How funds are used;
3. Total cost of each project;
4. Share of total cost of each project provided from other sources;
5. Other records to facilitate an effective audit;
6. Other records to show compliance with federal program requirements; and
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The District shall provide the federal awarding agency, Inspectors General, Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other District records which are pertinent to the federal award. The District shall also permit timely and reasonable access to the District's personnel for the purpose of interview and discussion related to such documents.

Records shall be retained for a minimum of seven (7) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.

As part of the Records Management Plan, the District shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.

The District shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board Policy and Administrative Regulations.

Subrecipient Monitoring

In the event the District awards subgrants, the District shall establish procedures to:

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board Policy and Administrative Regulations.
3. Ensure the District's record retention schedule addresses document retention on assessment and monitoring.

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

References

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76

Travel Reimbursement – Federal Grant RequestsPrograms

The Board shall reimburse administrative, professional and support employees, and District officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

Definition

For purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, meals, and related items incurred by employees and District officials who are in travel status on official business as a federal grant recipient.

Delegation of Responsibility

District officials and employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all District officials and employees shall be determined by the Business Manager or his/her designee.

Guidelines

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the District's nonfederally funded activities, and in accordance with the District's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Internal Revenue Service. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with the ~~school's~~ (center's) District's established policy.

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

*Conflict of Interest and Disclosure of Confidential Information – Prohibition
(Tredyffrin/Easttown School District Employees)*

Definitions

“**Immediate Family**” is defined herein as a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister. ~~parent, spouse, child, brother or sister or anyone else who resides in the employee’s household.~~

“**Associated**” as used below in connection with a business means a District employee or a member of the employee’s immediate family who is an officer, director, owner or employee of or has a material financial interest in the business.

“**Conflict**” or “**Conflict of Interest**” shall mean use by a District employee of the authority of his/her employment, or any confidential information received through his/her employment, for the private pecuniary benefit of himself/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

“**Material Financial Interest**” shall mean any financial interest in a legal entity engaged in business for profit where said interest comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

“**Confidential Information**” means information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

Guidelines

All District employees shall be provided with a copy of this Board Policy and acknowledge receipt and understanding of the guidelines contained herein in writing in the manner set forth in the accompanying regulation.

Designated District employees shall file a statement of financial interests as required by law and regulations.

No District employee shall engage in conduct that constitutes a ~~real or apparent~~ conflict of interest.

Adopted: April 26, 2004
Revised: October 25, 2004
Reviewed: October 24, 2006
Revised: September 22, 2014
First Reading: June 1, 2016

Standards of Conduct

The District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and/or administration of contracts.

No employee may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The District may not enter into a contract valued at \$500~~250~~500 or more with the following below individuals, unless the contract has been awarded through an open and public process including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the District employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

- (1) a District employee;
- (2) a member of the District employee's immediate family;
- (3) any business in which the District employee or a member of the District employee's immediate family is associated; or
- (4) any business in which a District employee, a member of his/her immediate family, or business in which any such individual is associated is a subcontractor.

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

District employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an

Adopted: April 26, 2004
Revised: October 25, 2004
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First Reading: June 1, 2016

unsolicited item of nominal value as defined in the accompanying regulation, and otherwise in accordance with Board policy.

Improper Influence

No person shall offer or give to a District employee, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that action or judgment of the District employee would be influenced thereby.

No District employee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding that the action or judgment of the District employee would be influenced thereby.

Reporting

~~Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.~~

~~Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.~~ [A1]

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the extent required by law.

Disciplinary/Corrective Actions

Adopted: April 26, 2004
Revised: October 25, 2004
Reviewed: October 24, 2006
Revised: September 22, 2014
First Reading: June 1, 2016

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take and document prompt, corrective action to ensure that such conduct ceases and will not recur.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary and other corrective action shall be consistent with Board Policies, Administrative Regulations, applicable collective bargaining agreements and state and federal laws.

Prohibition of Conflict of Interest and Disclosure of Confidential Information for Private Benefit

~~No District employee may use any confidential information obtained by virtue of his/her office or employment, for the private pecuniary benefit of the District employee, a member of his/her immediate family, or any business in which the District employee or a member of his/her immediate family is a director, officer, owner, employee or other material financial interest.~~

Prohibition of Conflict of Interest in Contracting with the District

~~A District employee or a member of his/her immediate family or any business in which the District employee or a member of his/her immediate family is associated, may not enter into a contract valued at more than \$500 with the District, unless the contract has been awarded through an open and public process.~~

Extent of Prohibition

~~This policy is not intended to prohibit any action having a *de minimis* economic impact or which affects to the same degree a class consisting of an industry, occupation or other group which includes the District employee, a member of his/her immediate family or a business with which the District employee or a member of the District employee's immediate family is associated.~~

This Policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest, including, but not limited to, relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards.

Adopted: April 26, 2004
Revised: October 25, 2004
Reviewed: October 24, 2006
Revised: September 22, 2014
First Reading: June 1, 2016

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 ~~has agreed to~~ 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 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 ~~elementary and~~ 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.

Price ~~for~~ and Selection of Meals

The Board shall set the price 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 and administrative regulations.

~~Cafeteria purchases (refer to policy 3300) shall be made by the office of the Supervisor of Food and Nutrition Services following prescribed procedures, except for perishable foods such as milk, bread, produce, meats, and ice cream, which shall be ordered by the cafeteria managers under the authorization and supervision of the Supervisor of Food and Nutrition Services.~~

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.

Adopted: October 8, 1979
 Revised: June 15, 1987
 Revised: January 24, 1994
 Revised: November 28, 2005
 Revised: April 24, 2006
 First Reading: June 1, 2016

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.

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, 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 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. 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 his/her money or when his/her account has insufficient funds.
- Procedures governing the collection of money for negative balance student accounts.

~~students with negative balances in food service accounts in accordance with federal and state law, including denial or limitation of food service.~~

Adopted: October 8, 1979
Revised: June 15, 1987
Revised: January 24, 1994
Revised: November 28, 2005
Revised: April 24, 2006
First Reading: June 1, 2016

Board Committees

Function

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

Standing Committees

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

Appointment

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

Membership

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

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

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

Committee of the Whole

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

Public Comment

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

{01249883 }Adopted: August 28, 1978

Revised: May 24, 1993

Revised: February 23, 2009

Revised: December 5, 2011

Revised: May 23, 2012

First Reading: June 1, 2016

Tredyffrin/Easttown School District

Conflict of Interest (Organizational and Board Members)

Definitions:

Confidential Information – information not attainable from reviewing a public document or from making inquiry to a publicly available source of information.

Immediate Family – a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

Conflict of Interest – use by a Board member of the authority of his/her office, or any confidential information received through his/her holding public office, for the private pecuniary benefit of himself/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

Associated – (as used in connection with a business) means one who is an officer, director, owner or employee of or has a material financial interest in the business.

Material Financial Interest – any financial interest in a legal entity engaged in business for profit ~~which~~ where said interest comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

Guidelines

All Board Members shall be provided with a copy of this Board Policy and acknowledge receipt and understanding of the guidelines contained herein in writing at the time of their orientation.

No Board Member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.

No Board Member shall engage in conduct that constitutes a ~~real or apparent~~ conflict of interest. ~~A conflict of interest or potential conflict of interest exists in the event of:~~

Adopted: April 26, 2004
Revised: October 25, 2004
Revised: August 23, 2010
First Reading: June 1, 2016

Tredyffrin/Easttown School District

~~Any transaction or arrangement in which a Board Member uses any confidential information (information not attainable from reviewing a public document or from making inquiry to a publicly available source of information) obtained by virtue of his/her office, for the private pecuniary benefit of the Board Member; a member of his/her immediate family, defined herein as parent, spouse, child, brother or sister; or any business in which the Board Member or a member of his/her immediate family is a director, officer, owner, employee or other material financial interest; or~~

~~Any transaction or arrangement between the District and any entity or individual in which or with which a Board Member or a member of his/her immediate family is an officer or director or has a material financial interest; or~~

~~Any other transaction or arrangement in which a Board Member or a member of his/her immediate family has a material financial interest.~~

~~A conflict of interest does not include an action having a *de minimis* economic impact or which affects to the same degree a class consisting of an industry, occupation or other group which includes the Board Member, a member of his/her immediate family or a business with which the Board Member or a member of the Board Member's immediate family is associated.~~

Standards of Conduct

The following standards shall govern the actions of Board Members engaged in the selection, award and/or administration of contracts.

No Board Member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the Board Member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The District may not enter into a contract valued at \$500 or more with the following individuals, unless the contract has been awarded through an open and public process including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board Member shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

- (1) a Board Member; or
- (2) a member of his/her the Board Member's immediate family; or
- (3) any business in which the Board Member or a member of his/her the Board Member's immediate family is associated; or

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~~(4) any business in which the Board member, a member of his/her immediate family, or business in which any such individual is associated is a subcontractor. -may not enter into a contract valued at more than \$500 with the District, unless the contract has been awarded through an open and public process.~~

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Subject to the following exception, in the event any Board member would be required to vote on a matter that would result in a conflict of interest, the Board member shall be required to abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written memorandum filed with the Board Secretary.

Although a Board member is generally required to abstain from voting on any matter that would result in a conflict of interest, a Board member may vote on such a transaction or arrangement if the vote is needed to break a tie or if his/her vote is needed to make the majority or other legally required vote attainable. In those situations, the Board member must publicly disclose his/her interest and may not have any supervisory or overall responsibility for the implementation or administration of the transaction or arrangement.

Board Members may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value as defined in Administrative Regulation No. 4160 and otherwise in accordance with Board policy.

Improper Influence

No person shall offer or give to a Board Member, nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board Member would be influenced thereby.

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Tredyffrin/Easttown School District

No Board Member, nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board Member, nominee or candidate that the vote, official action or judgment of the Board Member, nominee or candidate for the Board would be influenced thereby.

Organizational Conflicts

Organizational conflicts of interest may exist when due to the District's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the District may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee, when brought to the Superintendent's attention, -to determine whether it is likely that the District would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any District employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

~~Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.~~

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

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Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the extent required by law.

Corrective Action

If an investigation results in a finding that a complaint is factual and constitutes a violation of this policy, the District shall take and document prompt, corrective action to ensure that such conduct ceases and will not recur.

Corrective action shall be consistent with applicable law.

This policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest, including but not limited to relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards.

*Security of District Facilities**Purpose*

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

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

1. Keys and proximity cards providing access to District facilities and equipment shall be issued only to District personnel designated by the Superintendent of Schools or ~~his/her~~ designee.
2. District personnel are responsible for the security of the keys and proximity card in their possession.
- ~~2.3.~~

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

- ~~3.4.~~ District personnel issued keys and proximity cards shall be responsible for immediately reporting lost or damaged keys.
- ~~4.5.~~ District personnel shall surrender all keys and proximity cards upon termination of employment or otherwise at the request of the Superintendent or designee or the employee's supervisor, the Maintenance Supervisor or the Supervisor's designee.
- ~~5.6.~~ The District shall establish an inventory and tracking procedure that provides for strict accountability of all keys and proximity cards.
- ~~6.7.~~ The District shall utilize a non-reproducible, proprietary key system that prevents the duplication of keys by other than designated District personnel.
- ~~7.8.~~ Locks controlled by keys that have been lost or are otherwise unaccounted for, shall be rekeyed to prevent unauthorized use if the Superintendent or designee determines the missing keys pose a security risk to the security of District facilities or equipment or to the safety of students, staff and/or visitors of the District.

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

{01258096 } Adopted: September 1973

Revised: September 1995

Revised: April 25, 2005

Revised: April 30, 2007

Revised: September 29, 2009

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

~~D.C.~~

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

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

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

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

Signs with wording generally in conformance with Attachment A will be posted in designated locations of District property indicating that a particular area is restricted in some way.

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

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

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Revised: April 25, 2005

Revised: April 30, 2007

Revised: September 29, 2009

Attachment A – No trespassing signs

This land is private property under control of the Tredyffrin/Easttown School District. No outside activities are permitted either during the school day or after dusk without permission. Violators will be considered trespassers, and prosecuted pursuant to Section 3503 of Pennsylvania Crimes Code, Title 18, Consolidated Pennsylvania Statutes.

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Revised: September 1995

Revised: April 25, 2005

Revised: April 30, 2007

Revised: September 29, 2009

Hazing

The purpose of this Policy is to maintain a safe, positive and respectful environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

For purposes of this Policy **hazing** is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which results in the willful destruction or removal of public or private property for the purpose of initiation, admission into, affiliation with, or continued membership in any organization recognized by the Board.

~~any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.~~

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include but not be limited to any activity, that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced ~~prolonged~~ exclusion from social contact, ~~forced conduct, or~~ forced conduct which could result in extreme embarrassment, ~~or any other forced activity which could or otherwise~~ adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Any form of hazing that is a part of a school sponsored activity is prohibited. No student, coach, sponsor, volunteer, ~~or~~ District employee, administrator, representative, agent, or contractor shall plan, direct, encourage, assist, engage in, tolerate, ~~or~~ condone, or fail to properly report any known instances of any hazing activity.

The District will promptly investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this Policy, in accordance with applicable Board ~~Policy~~policies, administrative regulations, and any applicable code of conduct or collective bargaining agreement. Complaints of hazing may also be referred to the appropriate law enforcement agency for investigation, as determined by the Superintendent or designee.

Students who have been subjected to, ~~or have knowledge of,~~ hazing are encouraged to promptly report such incidents to ~~the a~~ building principal-administrator and/or school

counselor.

Students, administrators, coaches, sponsors, volunteers, ~~and~~ District employees, representatives, agents, and contactors shall be alert to incidents of hazing and shall promptly report such conduct to their supervisor or the building principal.

Hazing

The principal shall annually inform students, parents, coaches, sponsors, volunteers and District staff that hazing ~~of District students is~~ activities of any type are prohibited. The means of notification shall include, but not be limited to the following: distribution of written policy and publication on the District's publicly accessible website, in coaches handbooks, activity sponsor handbooks, student codes of conduct, faculty handbooks, and parent handbooks. Coaches and sponsors shall inform students of the policy at the start of the activity.

Complaint Procedure

1. When someone believes ~~that s/he has~~ they have been subject to hazing, the individual shall promptly report the incident, orally or in writing, to the building principal.
2. The principal or other ~~S~~superintendent designee shall conduct a timely, impartial and thorough investigation of the alleged hazing.
3. The principal or other ~~S~~superintendent designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate and where such disclosure is permitted by law, Board Policy, and any applicable collective bargaining agreements.
4. If the investigation results in a finding of hazing, the principal or other ~~S~~superintendent designee shall take or, where appropriate, recommend appropriate disciplinary action in accordance with applicable District policies Board policies, administrative regulations, and any applicable code of conduct or collective bargaining agreement. At the discretion of the Superintendent or designee, a referral to the appropriate law enforcement agency may also take place.

~~Unlawful~~Prohibited Harassment ~~by and~~ of Students ~~by~~ Non-Students

It is the policy of the District in maintaining a positive learning environment to prohibit any form of ~~unlawful~~prohibited harassment ~~by or~~ of students.

Definitions

“~~Unlawful~~Prohibited harassment” means verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression-or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects a student’s educational performance or creates an intimidating, threatening or abusive educational environment; and/or,
2. Has the purpose or effect of unreasonably interfering with a student’s educational performance; and/or,
3. Adversely affects a student’s educational opportunities.

The term ~~unlawful~~prohibited harassment includes but is not limited to slurs, jokes, bullying, hazing or other verbal, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression-or religion.

“Sexual harassment” is a specific form of ~~unlawful~~prohibited harassment which means unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom or the school environment.

Procedures for Reporting and Investigating ~~Unlawful~~Prohibited Harassment

The administration shall report the circumstances of ~~unlawful~~prohibited harassment to law enforcement officials and the district attorney's office as required by law. The Superintendent will conduct an independent investigation and recommend disciplinary action as appropriate.

The Board directs that complaints of Prohibited Harassment shall be investigated promptly pursuant to the accompanying regulation. Complaints of prohibited harassment by a student against another student shall be handled in the same manner as other student disciplinary investigations and the procedures set forth below shall not apply.

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Revised: May 23, 1994

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Revised: January 24, 2000

Draft: January 6, 2010

Tredyffrin/Easttown School District

Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of ~~unlawful~~prohibited harassment.

The District shall inform students, staff, parents, independent contractors and volunteers that ~~unlawful~~prohibited harassment of students will not be tolerated, by a variety of methods including publication in handbooks and presentations to students and staff when appropriate.

Each staff member shall maintain an educational environment free from all forms of ~~unlawful~~prohibited harassment.

Each student shall respect the rights of their fellow students and others with the goal of creating and ensuring an atmosphere free from all forms of ~~unlawful~~prohibited harassment. Students shall be informed that they may choose to report ~~unlawful~~prohibited harassment complaints to building principals, teachers, counselors, nurses, administrators or other trusted adult employee. All employees should be trained to refer complaints of ~~unlawful~~prohibited harassment to the principal or other designated employees.

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Tredyffrin/Easttown School District

Unlawful Prohibited Harassment of ~~and By~~ Students by Non-Students

Procedure for Resolving Complaints Involving Unlawful Prohibited Prohibited Harassment of Students

A. General Procedures

1. Any student who believes ~~that she or he has~~ that they have been subjected to ~~unlawful prohibited~~ harassment by an employee or any other adult member of the school community has the right and is encouraged to file a complaint in accordance with the formal and informal complaint procedures in Sections B and C below and to receive prompt and appropriate handling. A student complaint form is attached as Attachment A to this regulation. Complaints of prohibited harassment by a student against another student shall be handled in the same manner as other student disciplinary investigations and the procedures set forth below shall not apply.

1.2. The complainant should contact any Designated School or District Resource (DSR). If the complainant is a student, the contact may be initiated by the student's parent or guardian. A DSR shall prepare and provide to the principal a complaint form in the form attached as Attachment B to this regulation.

2.3. The Superintendent will appoint Designated School Resources (e.g., guidance counselor, nurse, school administrator) at each school to whom students may direct their complaints. The Superintendent will appoint as many Designated District Resources as appropriate to whom employees, job applicants, persons utilizing school transportation and visitors may direct their complaints. There will be at least one male and at least one female School Resource person at each school and the District Resource persons will also include male and female designees. The names of these Designated Resources will be made public.

3.4. Designated School or District Resources who receive complaints must treat them as confidential and release information only when appropriate and after consultation with complainant.

4.5. Designated School or District Resources will be trained to conduct investigations and to serve as mediators.

B. Informal Procedures

1. If the complainant wishes to try to resolve the problem informally, the Designated Resource will attempt to resolve the complaint in that manner.

2. Any meetings between the complainant and the accused must be mutually agreed upon in advance. The accused will be informed of the disciplinary consequences of retaliation against the complainant.

{01256069 } {01256069 } {01256069 } Adopted: December 10, 1992

Revised: January 1996

Tredyffrin/Easttown School District

3. Counseling and information about ~~unlawful~~prohibited harassment may be provided to the accused, if appropriate.

4. If the complaint cannot be resolved informally within two weeks, formal complaint procedures may be initiated.

C. Formal Procedures - Student Complaints

1. A student who alleges ~~unlawful~~prohibited harassment by an employee, ~~another student~~, or other person covered by this policy may direct the complaint to a Designated School Resource.

2. The person receiving the complaint shall report it to the building principal within 24 hours.

3. The principal or principal's designee shall promptly investigate the allegation. The investigator shall:

- interview the complainant; complainant may have representation present at all discussions and meetings involving the case.
- inform the accused of the allegations and advise of the right to representation at all discussions and meetings; the accused will also be informed of the disciplinary consequences of retaliation against the complainant
- interview the accused
- interview third parties
- document all interviews
- a written report of the investigation will be compiled and kept by the building principal
- immediately report any alleged or actual incident of unwanted touching or body contact to local law enforcement officials to complete the investigation.

4. The Superintendent shall present a written decision to the student complainant within five (5) working days after receiving the investigator's report. A conference will be held with the student to discuss the investigation of the complaint and disposition to the extent appropriate.

~~5. The principal shall discipline any student found guilty of unlawful harassment in accordance with the school's code of conduct and District wide disciplinary policies. Students found guilty will also receive counseling and information about unlawful harassment.~~

6.5. The Superintendent shall be responsible for responding to the employee who is determined to be guilty of ~~unlawful~~prohibited harassment of a student. Such response could

include referral to the Employee Assistance Program for appropriate counseling and/or discipline up to and including the recommendation to the Board of School Directors for suspension and/or termination from employment.

Student ~~Unlawful~~Prohibited Harassment Complaint Form
SAMPLE – FOR REFERENCE ONLY

COMPLAINANT INFORMATION		
Name:		
Status: <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Support Staff <input type="checkbox"/> Other (specify):		
Building:		
ALLEGED HARASSMENT/DISCRIMINATION		
Check all the protected categories that apply to the complaint:		
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Disability
<input type="checkbox"/> Gender/Sexual Harassment	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race/Ethnicity
<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> <u>Gender Identity</u>	<input type="checkbox"/> <u>Gender Expression</u>	
1. Who is the complaint against? List name(s) of individual(s) engaging in the alleged harassment.		
2. Describe the alleged harassment including time, day, and location as well as the form of harassment (physical, verbal, written, pictures, etc.).		
3. Were there any witnesses to the incident(s) described above? If so, identify.		
REPORT DATA		
Signature of Student Making Complaint		
Date:		

ATTACHMENT B

~~Unlawful~~**Prohibited** Harassment Complaint Form
SAMPLE – FOR REFERENCE ONLY

COMPLAINANT INFORMATION		
Name:		
Status: <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Support Staff <input type="checkbox"/> Other (specify):		
Building:		
ALLEGED HARASSMENT/DISCRIMINATION		
Check all the protected categories that apply to the complaint:		
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Disability
<input type="checkbox"/> Gender/Sexual Harassment	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race/Ethnicity
<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> <u>Gender Identity</u>	<input type="checkbox"/> <u>Gender Expression</u>	
1. Who is the complaint against? List name(s) of individual(s) engaging in the alleged harassment.		
2. Describe the alleged harassment including time, day, and location as well as the form of harassment (physical, verbal, written, pictures, etc.).		
3. Were there any witnesses to the incident(s) described above? If so, identify.		

|



4. How does the complainant know the alleged harasser? What is the relationship between the complainant and the accused? (Teacher/student; student/student).

5. Did the complainant take any action to attempt to stop the harassment? Describe.

6. Did the complainant tell anyone about any of the incidents? If so, identify who and when.

7. Has the complainant witnessed the alleged harasser harassing anyone else? If so, identify who and when.

8. Did the complainant report this incident? If so, identify to whom and when.

9. Does the complainant have any other information related to [his/her/this](#) complaint, (i.e., memos, e-mails/text messages, recorded conversations, etc.)? If so, identify and explain.

Unlawful Prohibited Harassment by and of TESD Employees

The District, in maintaining a positive learning and working environment, prohibits any form of harassment based on race, color, national origin/ethnicity, sex, age, disability, sexual orientation, [gender expression](#), [gender identity](#) or religion. This policy covers harassment by and of District employees.

Definitions

“Sexual harassment” shall consist of unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom or the workplace when:

1. Acceptance of such conduct is made, explicitly or implicitly a term or condition of an individual’s continued employment; and/or,
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual; and/or,
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s job performance or creating an intimidating, hostile or offensive working environment.

“Unlawful Prohibited harassment” shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, sex, age, disability, sexual orientation, [gender expression](#), [gender identity](#) or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to perform job functions or creates an intimidating, threatening or abusive work environment; and/or,
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; and/or,
3. Otherwise adversely affects an individual’s employment opportunities.

Prohibited harassment includes sexual harassment.

Purpose

The District maintains that all forms of harassment breach the trust that is expected

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Tredyffrin/Easttown School District

and required in order for members of the educational community to be free to learn and work. The following forms of sexual and/or other ~~unlawful~~prohibited harassment on District property and/or in connection with any District/school-sponsored event are strictly prohibited and shall constitute a violation of this policy:

1. sexual and/or other ~~unlawful~~prohibited harassment by District employees of other District employees, District student(s), contracted individual(s), vendor(s), volunteer(s), and other third party(s) in the schools, and
2. sexual and/or other ~~unlawful~~prohibited harassment of District employees by other District employees, District student(s), contracted individual(s), vendor(s), volunteer(s), and other third party(s) in the schools

Employee Responsibility

Employees who believe they have been harassed should promptly report such incidents to their immediate supervisor or, if the complaint involves their supervisor, to either the Superintendent of Schools or the Director of Personnel (Title IX Coordinator for Employees).

Administrative Responsibility

Any supervisor or administrator who receives a complaint of harassment shall immediately report such complaint to the Superintendent of Schools. Complaints of harassment shall be investigated promptly by the Superintendent or his/her designee. Confidentiality of all parties shall be maintained, to the extent possible, consistent with the District's legal and investigative obligations. When warranted, appropriate corrective action shall be taken including discipline.

The Administration shall report complaints and/or incidents of harassment to law enforcement officials and the district attorney's office as required by law.

The Superintendent shall ensure that procedures for resolving complaints involving sexual and/or other ~~unlawful~~prohibited harassment of and by employees are developed and made part of an Administrative Regulation. This policy and the procedures shall be distributed periodically to all employees as applicable and a summary of this policy and accompanying procedures posted in a prominent location in each school building.

There shall be no retaliation against any person who has, in good faith, complained of sexual or other ~~unlawful~~prohibited harassment, reported a grievance, assisted in the reporting of such a grievance, served as a witness or representative of the grievant, rejected sexual advances or harassment by others, or who has otherwise taken any reasonable action to stop sexual harassment or other ~~unlawful~~prohibited harassment. Any individual who believes ~~he or she has~~they have been subject to retaliation must

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report the matter immediately to the Superintendent of Schools and/or the Director of Personnel (Title IX Coordinator for Employees).

Cross reference:

Policy No. 5420, Prohibited Harassment of Students by Non-Students

~~Unlawful~~Prohibited Harassment by and of TESD Employees

Procedure for Resolving Complaints Involving ~~Unlawful~~Prohibited Harassment by and of District Employees

Any employee who believes that the actions or words of a supervisor or other District employee constitute ~~sexual or other unlawful~~prohibited harassment has a responsibility, first, to make the objection known to that supervisor or employee and in the absence of a satisfactory resolution, to report in writing such conduct to the immediate supervisor, or to the Superintendent of Schools, if the complaint involves that supervisor. A written statement or report will be requested following an initial oral report to the supervisor.

Any District employee who observes or becomes aware of ~~sexual or other unlawful~~prohibited harassment of or by a District employee by or of a District student(s), contracted individual(s), vendor(s), volunteer(s), or other third party(s) in the schools, on District property and/or in connection with any District/school-sponsored event must report such conduct to the immediate supervisor, or to the Superintendent of Schools, if the complaint involves that supervisor.

Any complaints of harassment shall be made to the employee's supervisor, any member of the administrative staff, or the Superintendent when the complaint involves the supervisor, as soon as possible but in no event more than 30 days after the alleged incident. The supervisor shall confer with the Director of Personnel, who shall normally be designated by the Superintendent to investigate such complaints. Such complaints shall be investigated promptly and in an impartial and as confidential a manner as possible. If an employee is not satisfied with the handling of a complaint or the action taken by the investigator, then the employee may bring the complaint to the attention of the Superintendent of Schools. In all cases, the employee will be advised of relevant findings and conclusions in a timely fashion.

There shall be no reprisals in cases where an employee has complained about ~~sexual or other unlawful~~prohibited harassment.

Any employee who is found, after appropriate investigation, to have engaged in the ~~sexual or other unlawful~~prohibited harassment of another employee shall be subject to disciplinary action, depending on the circumstances, up to and including termination, consistent with the Pennsylvania School Code of 1949, as amended and the applicable provisions of the collective bargaining agreement.

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Tredyffrin/Easttown School District

District Athletic Director- Duties

General Duties and Responsibilities:

1. Leading, supervising and evaluating the interscholastic sports program.
2. Monitoring and ensuring a safe and healthy environment for all athletic activities and events, and promoting a high level of morale among coaches and student-athletes.
3. Recruiting, recommending, assigning, orienting, supervising and evaluating all athletic coaches and other athletic support personnel.
4. Promoting a positive sports culture for middle school and high school sports programs.
5. Working collegially and collaboratively with students, staff, and members of the school community.
6. Staying informed about and enforcing all District, Central Athletic League, and PIAA rules and regulations related to interscholastic athletics.
7. Ensuring that all coaches are fully qualified, trained, supervised, cleared and certificated as needed to be employed as a coach in the District.
8. Fostering and promoting positive school-community relations and participating in meetings with parents and members of the school community as needed.
9. Maintaining the District handbook for coaches and regularly communicating and reinforcing handbook guidelines and expectations.
10. Administering and arranging the scheduling of and transportation to athletic activities and events.
11. Determining that locker rooms, playing fields, athletic facilities, and athletic storage areas are maintained in proper condition.
12. Scheduling all athletic events.
13. Organizing and presiding at awards ceremonies.
14. Administering programing and arranging the hiring of officials, security, event workers and all others needed to properly carry out athletic events. Attend state and local athletic meetings as needed.
15. Coordinating activities of college representatives recruiting athletes for college programs.
16. Planning and preparing the annual athletic budget.

17. Overseeing and authorizing expenditures from the athletics budget and overseeing student athletic accounts and team inventories.
18. Monitoring academic, medical, impact and other participation and eligibility requirements for student-athletes in accordance with PIAA regulations.
19. Performing such other tasks and assume such other responsibilities from time to time as the Superintendent may assign or delegate.

Reports to Superintendent of Schools or designee

Physical Requirements of Job Functions:

Standing 0-7 hours at a time 1-7 hours per day

Walking 0-4 hours at a time 1-7 hours per day

Sitting 0-2 hours at a time 0-5 hours per day

Driving Occasionally

Essential Functions Measured in Terms of Frequency:

DEFINITIONS:

Not at all: 0% Occasionally: 1-33% Frequently: 34-66% Constantly: 67-100%

I. Body Movement Frequently

1. Bend/Stoop Frequently

2. Squat/Crouch Occasionally

3. Climb Occasionally

4. Crawl Not at all

5. Overhead reach Occasionally

6. Shoulder reach Frequently

7. Kneel Occasionally

8. Twisting Occasionally

II. Lifting

1. 0-10 lbs. Frequently

2. 11-20 lbs. Occasionally

3. 21-40 lbs. Occasionally

Additional Comment: May climb flights of stairs or bleachers in or around building.

III. Repetitive Movement

1. Feet (both) Not at all

2. Hands (both) Constantly

typing/writing

fine manipulation

simple grasping

light pushing and pulling

Terms of Employment:

School year established by contractual agreement with the Board of School Directors.

Adopted:

Tredyffrin/Easttown School District

Military Leave

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

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

Tredyffrin/Easttown School District

Military Leaves of Absence

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

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

Classroom Field Trips

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

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

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

Classroom Field Trips

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

Definition

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

Application

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

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

Notification

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

Changes to Trip Schedule

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

Number of Students

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

Approval of Student Attendance

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

Loading and Unloading Students

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

Supervision of Students

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

Authority of Driver

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

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

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

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

Certificate of Insurance, Compliance with Section 1362

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

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

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

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

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

Model School Field Trip Proposal Form

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

Date Submitted ____/____/____

Date of Field Trip ____/____/____

Teacher Submitting Proposal: _____

Grade Level of Students: _____

Number of Students Participating _____

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

Place(s) to be Visited: _____

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

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

Time and Place of Departure: _____

Time and Place of Return: _____

Transportation: (please check)

_____ School Bus Bus Company Name _____

_____ Charter Bus Bus Company Phone (____) _____

↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘ ↘

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

Will any students not participate? If yes, explain:

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

Sources of funds for field trip: Transportation _____

Student Needs _____

Miscellaneous _____

Provisions for meals: Breakfast: _____

Lunch: _____

Dinner: _____

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

YES

NO

Educational Purpose(s) for the Field Trip: _____

Summary of learning activities prior to the field trip:

Summary of field trip activities: _____

Summary of planned follow-up activities: _____



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

Parents or Adults

Teachers/School Personnel

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

Approve/Disapprove Date _____

Administrative Signature _____

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

SCHOOL _____

Model Permission Form for One Day Field Trips

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

Insert description of trip, including:

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

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

Include the following for Conestoga High School students:

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

Signed: _____
(parent or guardian)

Address: _____

Phone (day): _____

Phone (home): _____

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

**FIELD TRIP MEDICAL INFORMATION
CONESTOGA HIGH SCHOOL**

Student's Name _____ Date of Birth _____

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

Address _____

Parent/Guardian Work Phone Number(s) _____

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

List current medication (s) being taken: _____

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

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

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

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

History of past illness that may affect emergency treatment: _____

Health/Hospital Insurance: _____ Policy Number: _____

Name of Family Physician: _____ Phone Number: _____

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

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

Parent or Guardian Signature _____

Date _____