

Policy Committee Agenda
Thursday, March 16, 2017 7:00 p.m.
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the February 23, 2017 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - Policy and Regulation 6220: Charter Schools
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - Policy and Regulation 4200: Absences and Leaves Due to Illness, Injury and Disability
 - Policy and Regulation 4850: Holidays – Hourly Employees
- 6. Policies and Regulations for Review and Discussion**
 - Policy and Regulation 5311: Eligibility for Participation in School Related Activities
 - Regulation 6146.1: Recognition of Athletic Clubs
 - Policy and Regulation 4822: Calculation of Overtime Compensation
- 7. Future Meetings**

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

2017 Policy Committee Goals:

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continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.

**Draft Pending Committee Approval
Policy Committee Meeting
Thursday, February 23, 2017
T/E Administrative Offices, Room 200
7:00 p.m.**

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

Other Board Members: Doug Carlson, Michele Burger

T/E School District Representatives: Rich Gusick, Ken Roos, Mark Cataldi, Andrea Chipego, Kevin Pechin, Jeanne Pocalyko

Community Members: Brendan Arnott, Jennifer Arnott, Heather Ward

Approval of Minutes: The minutes of the January 19, 2017 meeting were approved.

Public Comment

Brendan Arnott commented on Policy and Regulation 5311: Eligibility for Participation in School-Related Activities and Regulation 6147: Recognition of Athletic Clubs.

Jennifer Arnott commented on Policy and Regulation 5311: Eligibility for Participation in School-Related Activities and Regulation 6147: Recognition of Athletic Clubs.

Heather Ward commented on Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students.

Review of Policies for 2nd Reading

After review and discussion, it was recommended that the following Policy be sent to the Board of School Directors for a second reading at their meeting on February 27, 2017.

Policy and Regulation 4344: Electronic Communication between Employees and Students

This Policy was recommended to be repealed and the Regulation to be rescinded as the content is being subsumed in the new Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students.

Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students

This new Policy and Regulation applies to District Adults which includes employees, coaches of recognized club sports, volunteers, student teachers, and independent contractors who interact with students or are present on District grounds. The Policy and Regulation address a range of behaviors that includes unlawful or improper interactions with students. All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. Expectations of behavior and prohibited conduct are outlined, including the content from Policy and Regulation 4344: Electronic Communication between Employees and Students.

Policy and Regulation 4035: Attire and Appearance

Revisions to the existing Policy include the new title of Dress and Appearance. The new Regulation provides guidelines to appropriate dress and appearance for employees and specifies restrictions to the promotion of religion and political advocacy.

Information

None

Follow Up from Previous Policy Committee Meeting

Policy 6220: Charter Schools

This Policy was last revised in 1999. Revisions to the Policy include moving the content related to procedures for review of a charter school application, term and form of a charter, oversight, review, renewal, or revocation of a charter, as well as the application itself into the accompanying Regulation. Applications submitted for charter schools will be evaluated by the Board based on the criteria established by law and any additional criteria as determined by the Board as set forth in the Regulation. The Board, in addition to granting or denying charters, retains the authority to revoke or terminate a charter in accordance with law. The Regulation delineates the process for charter school application and maintenance. The Policy will be sent to the Board of School Directors for a first reading at their meeting on February 27, 2017.

Policies and Regulations for Review and Discussion

The following Policies and Regulations were discussed and will be brought back to the committee after further review.

Policy and Regulation 4200: Absences and Leaves Due to Illness, Injury and Disability

Policy and Regulation 4850: Holidays – Hourly Employees

Other

A discussion was held regarding Policy and Regulation 5311: Eligibility for Participation in School-Related Activities and Regulation 6147: Recognition of Athletic Clubs. A parent request was made to allow participation of a private school student on a recognized club sport at Conestoga. According to Policy and Regulation 5311: Eligibility for Participation in School-Related Activities participation in the District educational program, including but not limited to curricular activities, athletics (including interscholastic, intramural and club sport), school organizations, student publications, and extracurricular activities, is limited to students who are enrolled in the District on a full-time basis unless participation is mandated by law. The committee decided against recommending that an exception be granted.

Future Meetings

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

Adjournment

The meeting adjourned at 9:33 PM.

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3. To communicate Policy and Regulation revisions to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
4. To continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.

Charter Schools

The Board shall evaluate applications submitted for charter schools based on the criteria established by law and any additional criteria as determined by the Board as set forth in the accompanying Administrative Regulation. The Board, in addition to granting or denying charters, retains the authority to revoke or terminate a charter in accordance with law. The accompanying Administrative Regulation delineates the process for charter school application and maintenance.

Preamble

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

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

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

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

- ~~8. "Secretary" means the State Secretary of Education of the Commonwealth of Pennsylvania.~~
- ~~9. "Superintendent" means the Superintendent of the Tredyffrin/Easttown School District.~~
- ~~10. "Board of Trustees" means the board of trustees of a proposed or approved Charter School or Regional Charter School.~~

Procedure for Review of a Charter School Application

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

~~School. This analysis will include provisions for transportation, health, psychological, special education, and other services. The analysis will include an estimated projection of the cost or value of these services.~~

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

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

Term and Form of Charter

- ~~1. Upon approval of an application to establish a Charter School, the Board and the Board of Trustees of a Charter School shall develop a written charter, which will be signed by the Board and the Board of Trustees. The charter shall be for a term of not less than three years or more than five. Upon satisfactory confirmation that the Charter School is conforming to the charter, the Board may renew the charter for subsequent terms of five years.~~
- ~~2. The written charter shall include conditions required by law or otherwise agreed to by the Board and the Board of Trustees including provisions that:
 - ~~a. The Board of Trustees shall comply with all conditions of the charter, the Charter School Law and the provisions of the Act of March 10, 1949 (P.L. 30, No. 14) as amended and known as the Pennsylvania School Code which apply to charter schools.~~~~

- ~~b. The Charter School and the Board of Trustees shall comply with other applicable state laws and regulations, including pertinent sections of 22 Pa. Code set forth in the Charter School Law.~~
- ~~e. The Charter School and the Board of Trustees shall acquire adequate liability and risk insurance coverage, which names the District as an additional insured. Minimum coverage shall be established in the charter.~~
- ~~d. The Board of Trustees and the Charter School shall be solely liable for any and all damages and costs of any kind resulting from legal challenges involving the operation and/or other actions of the Board of Trustees, the Charter School and its employees.~~
- ~~e. The Board shall have the right to annually assess whether the Charter School is meeting the goals of its charter. This condition shall require the Charter School to submit an annual report to the Board not later than August 1 of each year in the form prescribed by the Secretary. The Board shall have ongoing access to the records and facilities of the Charter School to ensure that the Charter School is in compliance with the charter, and the requirements of the Charter School Law.~~
- ~~f. The Board of Trustees and the Charter School shall not discriminate in employment practices or admissions based on disability, race, creed, color, gender, national origin, religion, ancestry or the need for special education services.~~
- ~~g. Define agreements, if any, between the Board and the Board of Trustees concerning services to be provided by the District to the Charter School and concerning participation by Charter School students in District extracurricular activities.~~
- ~~h. Any other terms or conditions deemed necessary by the Board or other terms and conditions agreed to by the Board of Trustees.~~

Oversight, Review, Renewal or Revocation of Charter

- ~~1. The Board, in addition to granting or denying charter, retains the authority to revoke or terminate a charter in accordance with the provisions of Act 22.~~
- ~~2. The Charter School shall submit a copy of its annual report to the Secretary of Education and Secretary to the Board of School Directors in accordance with 24 PS 1728 A(B).~~
- ~~3. The Board will annually establish a visiting committee to assess whether a Charter School is complying with the terms and conditions of its charter and meeting the goals of its charter. The visiting committee may request additional information to supplement the required annual report.~~

- ~~4. The visiting committee shall have ongoing access to the records and facilities of the Charter School in order to ensure that the Charter School is in compliance with its charter, Board Policy, and applicable laws.~~
- ~~5. The chairperson of the visiting committee shall accept, record, and investigate any complaints about the conduct of the Charter School.~~
- ~~6. A Charter School shall submit monthly enrollment figures and financial reports to the District in a format defined by the Superintendent.~~
- ~~7. Prior to granting a charter renewal, the Board will conduct a comprehensive review of the Charter School.~~
- ~~8. The Board may choose to revoke or not to review a charter based on any of the following reasons:
 - ~~a. One or more material violations of the written charter.~~
 - ~~b. Failure to meet the requirements for Student Performance set forth in 22 Pa. § 5.1 et. Seq. or the written charter or subsequent regulations promulgated to supplement or replace Chapter 5.~~
 - ~~c. Failure to meet generally accepted standards of fiscal management or audit requirements.~~
 - ~~d. Violations of any provisions in the Charter School Law.~~
 - ~~e. Violations of any provisions of state or federal law from which the Charter School has not been exempted, including any statute or regulation governing children with disabilities.~~
 - ~~f. The Charter School has been convicted of fraud.~~~~

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

Miscellaneous Provisions

- ~~1. The Board may approve a leave of absence for a period up to five years for an employee of the District to work in a Charter School located in the District or in a Regional Charter School in which the District is a participant.~~
- ~~2. Any temporary professional employee or professional employee granted a leave of absence to teach in a Charter School by the District has the right to return to a comparable position for which this person is properly certified. The District shall not be obligated to accept the return of an employee on leave to teach in a Charter School unless the request to return is made no later than March 30 and the return is effective~~

- ~~at the beginning of the next school year. No temporary professional employee or professional employee who leaves employment at a Charter School shall be reinstated until the District is in receipt of a current criminal history report and an official clearance statement regarding child injury or abuse from the Department of Public Welfare. A temporary professional employee on leave from the District to teach in a Charter School shall be required to complete three consecutive years of satisfactory service within the District to be eligible for tenure.~~
- ~~3. At its sole expense, the Charter School shall provide teachers on leave from the District the same health care benefits the District would have provided in the absence of the leave. District health benefits shall be reinstated when the teacher returns from leave.~~
 - ~~4. If the Charter School closes during the course of an academic year, the District may assign returning students to any school for the balance of that academic year at its sole discretion.~~
 - ~~5. The District may include Charter School staff members in staff development programs when so requested by the Charter School on a case by case basis. The Charter School shall pay pro rata costs for participating Charter School staff. In the event that a limited number of openings in such programs are available for Charter School staff, preference shall be given to Charter School staff on leave from the District.~~
 - ~~6. Students of the Charter School who reside in the District and who meet all District eligibility requirements may participate in District athletics and club activities if the Charter School does not offer the same athletic or club activity.~~
 - ~~7. A Charter School and the District may arrange for the District, at its discretion, to provide certain services to the Charter School including, but not limited to, custodial services, maintenance services, payroll and benefits services, food services, etc. Such arrangements will be set out in the charter or in contracts mutually agreed to by the Board and the Board of Trustees.~~
 - ~~8. The District will provide student transportation for students enrolled in a Charter School or a Regional Charter School consistent with the Charter School Law.~~

~~See: Application Form Attached~~

~~— Deadline Chart Attached~~

FORMAT FOR CHARTER SCHOOL APPLICATION

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

Section I. Applicant

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

Section II. Governance and Administrative Structure

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

Section III. Mission, Goals and Assessment Procedures

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

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

Section IV. Admission Policy and Criteria

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

Section V. Student Discipline Policy and Expulsion Criteria

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

Section VI. Community Support

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

Section VII. Fiscal Operations

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

Section VIII. Compliant Procedure

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

Section IX. Facilities

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

Section X. School Calendar

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

Section XI. Faculty

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

Section XII. Extracurricular Activity

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

Section XIII. Staff Clearance

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

Section XIV. Liability, Insurance and Risk Management

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

Charter School Application Process Timeline

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

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

Charter Schools

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

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

II. Procedure for Review of a Charter School Application

11. Individuals or groups desiring to submit an application shall do so following the format prepared by the Superintendent and approved by the Board. Copies of the

policy are available in the Office of the Superintendent. The Board-approved Format for Charter School Application is attached to this Superintendent's Administrative Procedure as Attachment A.

12. The original and nine complete copies of the application (including a table of contents and appendices) and a PDF version on disk or sent electronically are to be submitted to the Office of the Superintendent of Schools on or before November 15 of the year prior to the September initiation of the Charter School. The date of submission will be documented and receipt of the proposal will be acknowledged by letter or e-mail addressed to the applicant(s). The date of submission will initiate the time period in which the District review must be completed. This review must result in Board action on the proposal within a time period of not less than forty-six (46) days and no more than one hundred twenty (120) days after submission.
13. The Superintendent shall forward copies of the Charter School Application to the members of the Board. Announcement of the receipt of the application will occur at the next scheduled meeting of the Board and be documented as a matter or record.
14. Upon receipt of the application, the Board, at the next regular business meeting, shall pass a resolution setting the first hearing date, establishing the procedures for the conduct of the hearing, and authorizing the administrative review as described in #5 (below) of this section.
15. The Superintendent will appoint a technical review team (Board Charter Education Committee) which shall include the Superintendent or designee, Solicitor (or attorney with Solicitor's Office), Business Manager, a Board Member, a representative of the Tredyffrin/Easttown Education Association, and other members of the professional staff, which may include central staff, building principals, and/or teachers. The technical review team will be responsible for review of specific areas of the application as follows:
 - a. The Solicitor will review the application to determine compliance with provisions of the Public School Code of 1949, as amended, and all other applicable statutory and/or regulatory requirements.
 - b. The Business Manager will direct a review of the application to determine the adequacy of provisions for budget, finance, and insurance. The adequacy of the facilities identified in the application will be reviewed as well as compliance with any applicable Tredyffrin Township and Easttown Township procedures.
 - c. The Superintendent or Superintendent's designee will direct a review of the application and an analysis of support services that the District will be obligated to commit to the Charter School. This analysis will include provisions for transportation, health, psychological, special education, and other services. The analysis will include an estimated projection of the cost or value of these services.

- d. The Superintendent or Superintendent's designee will direct a review of the educational program described in the Charter School Application. The review will consider matters which include, but are not limited to, the school calendar; length of instructional day; provisions for student assessment; and the educational mission, goals, and objectives of the proposed program of instruction as well as compliance with state and federal laws and regulations.
16. The Board will request additional information from the applicant if it finds the application incomplete or if additional information will assist in its determination.
 17. This review will be compiled by the technical review team (and not the applicant) on Tredyffrin/Easttown School District's Charter School Application Review Form prepared by the Superintendent and approved by the Board. The Board-approved Format for Charter School Application Review Form is attached to this Superintendent's Administrative Procedure as Attachment B. After reasonable notice, the Board will schedule and conduct at least one (1) public hearing within forty-five (45) days of the receipt of the Charter School Application. The public hearing will require that the applicant(s) make a formal presentation to provide an overview and general orientation of the major elements of the proposed Charter School as well as review all major requirements of the Public School Code of 1949, as amended. Members of the Board and the Board Charter Education Committee will be provided the opportunity to question the applicant(s) about issues of interest and concern and about the operation of the proposed Charter School. The hearing will afford members of the general public the opportunity to offer testimony and comment on the Charter School application. A tape or video recorded record will be made. All public hearings shall be stenographically transcribed by a disinterested court stenographer at the expense of the Board.
 18. The Board Charter Education Committee will formulate a recommendation for Board action on the Charter School Application based upon information received in the public hearing, the results of the technical review and a qualitative review based upon criteria which include, but are not limited to:

- a. Demonstrated and sustainable support for the Charter School by teachers, parents, other community members and students
 - b. Capability of the Charter School to offer a comprehensive learning experience for all prospective students
 - c. Capacity of the Charter School to offer increased learning opportunities for all, innovative teaching methods, new opportunities for teachers and expanded choices for parents and students
 - d. Potential for the Charter School to serve as a model for the public schools
 - e. Whether there is sufficient evidence of commitment by both (1) Tredyffrin Township and Easttown Township residents and (2) other interested individuals to enroll their children in the proposed Charter School
 - f. The existence of a demographic study, which shows the need for the school and the estimated number of students who would attend
 - g. Whether or not the educational program proposed by the Charter School is consistent with good educational theory and will actually benefit students who participate in the program
 - h. A financial plan of at least five (5) years must be submitted along with an estimate of the minimum number of students needed for the school to be financially viable
 - i. Whether or not the financial plan for the Charter School would promote financial viability of the organization and is feasible to be implemented
 - j. The extent to which the proposed facilities of the applicant would provide a safe and appropriate place for learning.
19. The Board will take action on the Charter School application not less than forty- five days (45) and not more than seventy-five (75) days after the first public hearing on the application. A Charter School Application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of the Sunshine Act.
20. Written notice of the decision of the Board shall be sent to the applicant, Pennsylvania Department of Education, and the Appeal Board. If applicable, the reasons for denial and a clear description of application deficiencies will be provided. The Board shall evaluate denied applications that are revised and resubmitted. This communication will be conveyed to all parties involved by the Secretary to the Board of School Directors.

III. Term and Form of Charter

21. Upon approval of an application to establish a Charter School, the Board and the Board of Trustees of a Charter School shall develop a written charter, which will be signed by the Board and the Board of Trustees. The charter shall be for a term of not less than three (3) years nor more than five (5) years. Upon satisfactory confirmation that the Charter School is conforming to the charter, the Board may renew the charter for subsequent terms of five (5) years.
22. The written charter shall include conditions required by law or otherwise agreed to by the Board and the Board of Trustees including provisions that:
 - a. The Board of Trustees shall comply with all conditions of the charter, the Charter School Law, and the provisions of the Act of March 10, 1949 (P.L. 30, No. 14) as amended and known as the Pennsylvania School Code which apply to charter schools.
 - b. The Charter School and the Board of Trustees shall comply with other applicable state laws and regulations, including pertinent sections of 22 Pa. Code set forth in the Charter School Law.
 - c. The Charter School and the Board of Trustees shall acquire adequate liability and risk insurance coverage equal to or higher than the District limits of insurance, which names the District as an additional named insured. Coverage must be placed with a responsible carrier with at least a minimum Best Rating of A- and minimum financial category of VII as determined by AM Best at the time of the charter takes effect.
 - d. The Board of Trustees and the Charter School shall be solely liable for any and all damages and costs of any kind resulting from legal challenges involving the operation and/or other actions of the Board of Trustees, the Charter School, and its employees.
 - e. The Board shall have the right to annually assess whether the Charter School is meeting the goals of its charter. This condition shall require the Charter School to submit an annual report to the Board not later than August 1 of each year in the form prescribed by the Secretary. The Board shall have ongoing access to the records and facilities of the Charter School to ensure that the Charter School is in compliance with the charter and the requirements of the Charter School Law.
 - f. The Board of Trustees and the Charter School shall not discriminate in employment practices, admissions or operations based on disability, race, creed, color, gender, age, national origin/ethnicity, veteran status, religion, ancestry, sexual orientation, gender identity/expression, or the need for special education services.

- g. Define agreements, if any, between the Board and the Board of Trustees concerning services to be provided by the District to the Charter School and concerning participation by Charter School students in District extracurricular activities.
- h. Define any other terms or conditions deemed necessary by the Board or other terms and conditions agreed to by the Board of Trustees.

IV. Oversight, Review, Renewal, or Revocation of Charter

- 23. The Board, in addition to granting or denying charter, retains the authority to revoke or terminate a charter in accordance with the provisions of the Public School Code of 1949, as amended.
- 24. The Charter School shall submit a copy of its annual report to the Secretary of Education and to the Board of School Directors in accordance with 24 PS Sec. 1728-A(b).
- 25. The Board will annually establish a visiting committee to assess whether a Charter School is complying with the terms and conditions of its charter and meeting the goals of its charter. The visiting committee may request additional information to supplement the required annual report.
- 26. The visiting committee shall have ongoing access to the records and facilities of the Charter School in order to ensure that the Charter School is in compliance with its charter, Board Policy, and applicable laws.
- 27. The chairperson of the visiting committee shall accept, record, and investigate any complaints about the conduct of the Charter School.
- 28. A Charter School shall submit monthly enrollment figures and financial reports to the District in a format defined by the Superintendent.
- 29. Prior to granting a charter renewal, the Board will conduct a comprehensive review of the Charter School. Any changes to the original charter must be brought forth to the District within (30) days.
- 30. The Board may choose to revoke or not to renew a charter based on any of the following reasons:
 - a. One or more material violations of the written charter.
 - b. Failure to meet the requirements for Student Performance set forth in State Board of Education regulations and/or the written charter.

- c. Failure to meet generally accepted standards of fiscal management or audit requirements.
 - d. Violations of any provisions in the Charter School Law.
 - e. Violations of any provisions of state or federal law from which the Charter School has not been exempted, including any statute or regulation governing children with disabilities.
 - f. (1) The Charter School has committed fraud as determined by the Pennsylvania Department of Education or law enforcement authorities, (2) any director or officer of the Charter School has been criminally convicted of or plead guilty to fraud or found civilly liable for fraud in his/her involvement with the Charter School or (3) any director or officer of the Charter School has been criminally convicted of or plead guilty to fraud or found civilly liable for fraud outside of his/her involvement with the Charter School, but is a director/officer at the time of the renewal.
31. Any notice of revocation or of non-renewal of a charter given by the Board will state the grounds for such action with reasonable specificity. The Board shall conduct a public hearing concerning such revocation or non-renewal in accordance with the Charter School Law. In cases where the health or safety of the students and/or staff is at risk, the Board may take immediate action to revoke a charter.

V. Miscellaneous Provisions

32. The Board may approve a leave of absence for a period of up to five (5) years for an employee of the District to work in a charter school located in the District or in a regional charter school in which the District is a participant.
33. Any temporary professional employee or professional employee granted a leave of absence to teach in a Charter School by the District has the right to return to a comparable position for which this person is properly certified. The District shall not be obligated to accept the return of an employee on leave to teach in a Charter School unless the request to return is made no later than March 30 and the return is effective at the beginning of the next school year. No temporary professional employee or professional employee who leaves employment at a Charter School shall be reinstated until the District is in receipt of a current criminal history report and an official clearance statement regarding child injury or abuse from the Department of Public Welfare. A temporary professional employee on leave from the District to teach in a Charter School shall be required to complete three (3) consecutive years of satisfactory service to be eligible for tenure.

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

Attachment A- FORMAT FOR CHARTER SCHOOL APPLICATION

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

Section I. Applicant

1. Name of the proposed charter school.
2. Name of the applicant(s), giving complete mailing address, email, website, phone, and fax numbers.
3. If the applicant is a profit or non-profit organization, define the organization and state its corporate purposes.
4. Does the applicant(s) and/or a member of the applicant's immediate family (spouse, parent, child, grandparent, grandchild, or sibling) have a financial interest* in or with a commercial organization that is or will be related to, affiliated with, or otherwise affected by the proposed charter school and/or the school's educational responsibilities?

*Financial interest means anything of monetary or economic value, including but not limited to, salary or other payments or services (*e.g.*, consulting fees or honoraria); equity interests (*e.g.*, stocks, stock options or other ownership interests); intellectual property rights (*e.g.*, patents, copyrights and royalties from such rights); and gifts.

- a. If you answered yes to the question above, please provide the following information:
 - Name of commercial organization(s);
 - The applicant's role with the firm and title, if any;
 - Financial interests: Describe all financial interests and identify those for which the percent of equity interest is greater than 5%;
 - Describe areas of (potential) conflict or (potential) perceived conflict between the commercial organization(s) and the applicant.

5. Identify and describe the inspiration, motivation, and/or incentive for the creation of the proposed charter school.
6. Identify the grade levels to be served.
7. Identify the school district(s) from which students will be drawn and from which approval of the application is being sought.

Section II. Governance and Administrative Structure

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

Section III. Mission, Goals, and Assessment Procedures

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

8. Describe how the charter school will provide parents and all students with expanded choices in the types of educational opportunities available within the public school system.
9. Describe the ways, and extent to which, the charter school will serve as a model for other public schools in the Tredyffrin/Easttown School District.
10. Demonstrate the charter school's ability to meet measurable academic standards.
11. Describe the charter school's system for student assessment.
12. State the charter school's agreement to submit an annual report to the Tredyffrin/Easttown School District describing the extent to which the school is meeting its goal(s).

Section IV. Admission Policy and Criteria

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

Section V. Student Discipline Policy and Expulsion Criteria

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

VI. Community Support

1. Demonstrate sustainable support for the charter school plan among teachers, parents/guardians, students, and other community members.
2. Present the signatures of parents/guardians attesting to their commitment to enroll their children in the proposed charter school, and show evidence there is no bias in the enrollment.

3. Describe how the charter school will ensure ongoing parental/guardian involvement and engagement.
4. Demonstrate that parents/guardians and community organizations have been involved in the planning process of the charter school.

Section VII. Fiscal Operations

1. Provide a five-year financial plan, including provision for annual auditing of the charter school's fiscal operations by a certified public accounting firm.
2. Demonstrate that the five-year financial plan follows the guidelines for budget development of the Commonwealth of Pennsylvania.
3. Identify the minimum number of students needed for the charter school to remain financially viable.
4. Specify the length and conditions of all employee contracts or agreements (include copies as an appendix).
5. Provide best estimates (based on student enrollment projections) of transportation costs to be covered by the Tredyffrin/Easttown School District.
6. Project the fiscal impact of the charter school on the Tredyffrin/Easttown School District and Tredyffrin Township and Easttown Township.

Section VIII. Complaint Procedure

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

Section IX. Facilities

1. Identify and describe the facility(ies) to be used to house the charter school. Indicate whether applicant has any interest – financial or otherwise – in the identified facility.
2. Specify the ownership and leasing arrangement of the physical plant.
3. Document receipt of municipal certification (append copy[ies]) for use of the facility as a charter school.

Section X. School Calendar

1. Specify the proposed school calendar, length of the school day, and length of the school year (include a copy of the school calendar as an appendix).

Section XI. Faculty

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

Section XII. Extracurricular Activity

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

Section XIII. Staff Clearance

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

Section XIV. Liability, Insurance and Risk Management

1. Summarize provisions for health, workers compensation, retirement, automobile liability, general liability, property, trustee and employee liability, performance surety, tort liability, and errors and omissions insurance and demonstrate that levels of coverage are consistent with those of the Tredyffrin/Easttown School District. (Append copies of the policies.)
2. State the charter school's commitment to comply with all Federal, State, and local regulations and statutes pertaining to health, safety, civil rights, insurance, and education of the students.
3. State the charter school's commitment to provide a free, appropriate public education for all students.
4. State the charter school's commitment to comply with the drug awareness, weapons, and sexual harassment policies of the Tredyffrin/Easttown School District.

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
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Charter School Application Review Form

Reviewer Name: _____ Date: _____

Reviewer Signature: _____

Applicant Name: _____

This review sheet contains the criteria used to review and assess the merit of proposals for charter schools.

Rating System:	
3	Sufficient under standards established by Charter School Law
2	Legally deficient under standards established by Charter School Law
1	Seriously deficient under standards established by Charter School Law
0	Not addressed by applicant

Application Criteria by Section	Rating	Comments
<u>Section I</u> Description of Applicant		
1. The identification of the charter applicant, name of the proposed charter school, and the grade or age levels served by the school and other items as set forth in Section I of the Format for Application.		
<u>Section II</u> Governance and Administrative Structure		
1. How will the charter school be governed?		
2. How will members of the Board of Trustees be appointed or elected?		
3. How stable is the Board of Trustees?		
4. How will parents/guardians and community members be involved with the governance of the school?		
5. Is a person designated to run the charter school?		
6. How will the administrative work of the charter school be accomplished?		

7. How much will the charter school have to rely on outside consultants in its administrative operations and		
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how will this impact the operations of the charter school?		
	Rating	Comments
<u>Section III</u> Mission, Goals & Assessment Procedures of the Charter School		
1. What is the vision, mission, and purpose of the charter school?		
2. Is the charter school completely non-sectarian?		
3. Is the charter school completely non-profit?		
4. Does the charter school provide expanded educational opportunities to those currently available in the Township?		
5. What are the educational standards of the charter school? For each benchmark level (grade 3, 6, 8, and 12)?		
6. Does the curriculum for the educational program of the charter school demonstrate the ability to improve student learning? Increase learning opportunities for all students? Encourage the use of innovative and different teaching methods? Provide bias free instruction?		
7. Does the educational program, through support and planning, provide comprehensive learning experiences to students?		
8. How specific is the plan to differentiate instruction?		
9. What curriculum will be offered to students and how will curricular materials be selected?		
10. What is the extent to which the proposed charter school will serve as a model for other public schools in the Tredyffrin/Easttown School District or		
11. How qualified are the applicants to actually implement the proposed methodologies of instruction?		
12. How experienced are the applicants in educating the proposed student population?		
13. Does the charter school demonstrate the ability to hold students accountable to meet measurable academic standards?		
14. Does the charter school have an adequate and legally compliant system for student assessment?		
15. Does the charter school have an adequate agreement to submit an annual report to the Tredyffrin/Easttown School District describing the extent to which the school is meeting its goal(s)?		

	Rating	Comments
<u>Section IV</u>		
Admissions Policy and Criteria		
1. What is the target population of the charter school and how does the charter school propose to recruit this population?		
2. Does the admissions policy and criteria comply with the admissions requirements listed in the charter school legislation for Pennsylvania? ADA? Family Educational Rights and Privacy Act? IDEA? ESEA? Etc.		
3. Does the charter school demonstrate it will meet the needs of students with disabilities, ESL and at-risk students?		
4. How will the charter school target low-achieving students and provide equal access for all students?		
5. Does the charter school have an agreement to have the Chester County Intermediate Unit conduct special education identification and placement?		
6. What is the impact of the charter school on student demographics in the public schools?		
<u>Section V</u>		
Student Discipline Policy and Expulsion Criteria		
1. What procedures will be used for the suspension and expulsion of students?		
2. What are the discipline policies and procedures of the charter school?		
3. What is the charter school's commitment to enroll students for a one -year period?		
<u>Section VI</u>		
Community Support		
1. Is there demonstrated, sustainable support for the charter school plan by teachers, parents/guardians, other community members, and students, as evidenced at the public hearing? Does the charter school have a reasonable likelihood of operating according to its plan over the period of the charter?		
2. Are there signatures of parents/guardians attesting to a commitment to enroll their children in the proposed charter school, and is there evidence of enrollment by race?		
3. How have community groups been involved in the charter school planning process?		
4. How will the charter school ensure ongoing parental involvement and engagement?		

5. Is there evidence that parents/guardians and community organizations have been involved in the planning process of the charter school?		
	Rating	Comments
<u>Section VII</u> Fiscal Operations		
1. Is there a five-year financial plan for the charter school, and are provisions in place for auditing the school by a certified public accounting firm?		
2. Does the five-year financial plan follow the guidelines for budget development of the Commonwealth of Pennsylvania?		
3. Does the budget narrative state the minimum number of students needed for the school to remain financially viable? Is the number realistic based on the information presented by the charter school?		
4. Does the charter school specify the length of its contract?		
5. Are best estimates (based on student enrollment projections) of transportation costs specified in the application and in the budget?		
6. Does application adequately project the fiscal impact of the charter school on the Tredyffrin/Easttown School District and Tredyffrin Township and Easttown Township?		
<u>Section VIII</u> Complaint Procedure		
1. Are procedures established for the review of complaints by parents regarding the operation of the charter school?		
<u>Section IX</u> Facilities		
1. Is there an adequate description of the facility (ies) to be used by the charter school?		
2. Are the ownership and leasing arrangements of the physical plant specified?		
3. Is the property zoned for the intended use as a charter school? If not, has the charter school demonstrated that it has sufficient plans to have a facility capable of housing the school in Tredyffrin Township and Easttown Township?		
<u>Section X</u> School Calendar		
1. Is the proposed school calendar, length of the school day, and the school year in compliance with state law?		

	Rating	Comments
<u>Section XI</u> Faculty		
1. Does the educational program create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site?		
2. What is the proposed faculty and paraprofessional staff development plan for the charter school?		
3. Is there evidence of the number of certified and non-certified staff and the qualifications of any non-certified staff?		
4. Does the charter school have an adequate and legally sufficient employee appraisal system?		
<u>Section XII</u> Extracurricular Activity		
1. Are there extracurricular activities for students provided by the charter school?		
2. Are there agreements with the School District for student participation in extracurricular activities within the District for activities which the charter school does not provide?		
<u>Section XIII</u> Staff Clearance		
1. How will criminal history record checks be conducted on all staff and volunteers who will have contact with students?		
2. Has an official clearance statement regarding child injury or abuse from the Department of Public Welfare been secured?		
<u>Section XIV</u> Liability, Insurance and Risk Management		
1. Are there provisions for health, workers compensation, retirement, automobile liability, general liability, property, trustee, and employee liability, performance surety, tort liability, and errors and omissions insurance at sufficient levels?		
2. Does the charter school, agree to comply with all federal, state, and local regulations and statutes pertaining to the health, safety, civil rights, insurance, and education of the children?		
3. Is there significant potential for violation of the 1st and 14th Amendments of the Constitution of the United States?		

4. Does the applicant agree to provide a free and appropriate public education for all students?		
	Rating	Comments
5. Does the charter school demonstrate commitment to comply with the drug awareness, weapons, and sexual harassment policies of the Tredyffrin/Easttown School		

Absences and Leaves Due to Illness, Injury and Disability

Whenever an employee is prevented by illness, injury or disability from performing customary duties, the District shall pay the employee for each full or partial day of absence, to the extent required by law and by contractual agreements. Each employee shall notify the District when unable to report to work.

Special Provision for Employees Not Covered By Group or Individual ContractsSick Leave

Employees shall accrue paid sick leave entitlement at the rate of one (1) of his or her normal working days for each month the employee is scheduled to work, effective July 1 of each year.

Part-time employees shall accrue paid sick leave entitlement proportionately based upon their normal hours per day that employee is scheduled to work, effective July 1 of each year.

Sick days for new employees shall be prorated through the end of the school year based upon hours or months worked. ~~For employees not covered by contract, sick leave will be accrued as indicated:~~

~~Full-time Employees~~~~Ten-month Employees—Ten (10) days~~~~Twelve-month Employees—Twelve (12) days~~~~Part-time Employees~~~~For part-time employees, sick time will be computed as follows:~~~~Ten-month Employees—Ten (10) days times the full-time equivalency of the part-time employee~~~~Twelve-month Employees—Twelve (12) days times the full-time equivalency of the part-time employee~~Unused Sick Leave

Unused sick leave days are accumulated from year to year, absent an approved Board resolution to the contrary.

Provisions Applicable to All EmployeesLimitations on Length of Leave

If the absence of an employee because of illness or injury exceeds the number of accumulated sick days available to that employee, then in such event, the return of an employee from such leave of absence after the exhaustion of accumulated sick days available to that employee shall be at the sole discretion of the Board, subject only to the limitations of any applicable law, including but not limited to the Americans With Disabilities Act (ADA), the Family Medical Leave Act and the Pennsylvania Workers Compensation Act, and any applicable employment agreement. For purposes of leave recommended pursuant to the ADA, the Board will apply the criteria set forth in the accompanying Administrative Regulation.

Long Term Disability

An eligible employee may, at his or her sole discretion, initiate an application for long term disability benefits after the appropriate waiting period.

Medical Certification

At any time during the course of any leave under this Policy, the Superintendent or designee may require the employee to furnish a certificate from a physician detailing the employee's physical or mental condition, as appropriate under the circumstances, or require such employee to undergo a medical examination by a physician(s) designated by the District. After such examination of the employee, if the physician designated by the District determines that the employee is physically fit to return to the same or substantially equivalent position, and that employee does not do so after written notice from the District to the employee to return on a certain day, then that employee shall be deemed to have forfeited all rights to employment with the District.

Misuse of Sick Leave

Misuse of leave shall be considered a serious infraction subject to disciplinary action consistent with any applicable collective bargaining agreement.

The Superintendent shall establish regulations to implement this policy.

{01390075 }Adopted: January 24, 1994
Revised: May 23, 1994
Reviewed: January 24, 2000
Revised: February 28, 2005
Reviewed: May 9, 2006
Revised: August 26, 2013
Revised: October 26, 2015

*Absences and Leaves Due to Illness, Injury and Disability**~~Deductions and Suspensions for Cause~~*

~~The employer may suspend without pay for one day any employee who reports to work in an unfit condition or who neglects to notify the employer of inability to report to work. The employer may deduct the appropriate wages from an employee if that employee is found to be absent from assigned duties during working hours or when the employee is tardy or absent without an adequate explanation, said deductions to be computed by the Business Office based on the hourly rate of the employee.~~

Leaves Due to Illness, Injury and Disability

There may be occasions in which an employee requests the use of accrued paid leave, or unpaid leave, as a form of reasonable accommodation when necessitated by the employee's disability. In such instances, the District shall grant leave in accordance with the requirements of the Americans With Disabilities Act (ADA). The District will permit an employee with a disability to exhaust accrued paid leave first and then provide unpaid leave as long as the leave is reasonable and does not cause an undue hardship upon the District.

Except as explicitly set forth herein and/or as required by law, entitlement to leave as a reasonable accommodation under the ADA shall not extend or expand any other employee benefits provided by the District.

Undue Hardship

For purposes of ~~Policy 4200~~, the criteria established by the ADA whether leave granted as a reasonable accommodation would be an undue hardship to the District is based on a fact-intensive, individualized assessment of current circumstances. An undue hardship exists if a specific reasonable accommodation would cause a significant difficulty or expense to the District. The determination of undue hardship shall be based on several factors, including:

- The nature and cost of the accommodation needed;
- The overall financial resources of the school making the reasonable accommodation, including the number of employees at the school and the effect on expenses and resources of the school;
- The overall financial resources, size, number of employees, and type and location of facilities of the District;
- The impact of the accommodation on the District, including the structure and functions of the District, geographic location of the school, and the administrative and fiscal relationship of the school making the accommodation to the District;

- The impact of the accommodation on the operations of the school.

Undue hardship is determined based on the net cost to the District. Whether the cost of a reasonable accommodation imposes an undue hardship depends on school and District resources, not on the employee's salary, position, or status (*e.g.*, full-time vs. part-time, salary vs. hourly wage).

Procedure

Leave granted as a reasonable accommodation does not necessarily have to be used all at one time, as modified or part-time schedules may be a reasonable accommodation under certain circumstances. If an employee requests an intermittent or reduced leave schedule for reasons that are foreseeable, the District may, at its discretion, temporarily reassign the employee to another position that will better meet the needs of the District.

While an employee is on leave as a reasonable accommodation, the District will maintain its contributions to the employee's health insurance only if it does so for other employees on a similar leave status (*i.e.*, unpaid leave or on a similar part-time schedule). Insurance coverage is maintained only for employees on paid leave. Vacation and sick days do not accrue during any period of unpaid leave but do accrue during periods of paid leave.

Instead of leave, the District may provide an accommodation that requires an employee to remain on the job, as long as the reasonable accommodation would be effective and eliminate the need for leave, and does not interfere with an employee's ability to address his or her medical needs.

An undue hardship may exist where provision of a reasonable accommodation would be unduly disruptive to other employees' ability to work. If the result of granting leave (or modifying one employee's hours) is to prevent other employees from doing their jobs, then the significant disruption to the operations of the school or District constitutes an undue hardship.

If an employee's lack of a fixed return date causes an undue hardship, then the District may deny the leave. In certain circumstances, undue hardship may derive from disruption to the operations of the school or District because the employer can neither plan for the employee's return nor permanently fill the position. If an employee cannot provide a fixed date of return, and the District determines initially that it can grant such leave without causing undue hardship, the District has the right to require, as part of the interactive process, that the employee provide periodic updates on his or her condition and possible date of return. Upon receiving these updates, the District may reevaluate whether continued leave constitutes an undue hardship.

Except as otherwise provided by law, the District shall restore an employee to the same position upon his or her return to work, unless restoration to the same position presents an undue hardship. If restoring the employee to his or her same position is an undue hardship, the District may reinstate the employee to an equivalent position. If this also constitutes an undue hardship, the District may consider reinstatement to a lesser position.

Reasonable Medical Documentation

The District shall request reasonable medical documentation to support a leave request only if the nature of disability and functional limits are not obvious. Reasonable medical documentation is defined as the documentation that is needed to establish that a person has a disability under the ADA and that the disability necessitates a reasonable accommodation. If the employee fails to provide appropriate documentation, the District may deny the request for leave as a reasonable accommodation.

Holidays - Non-Instructional Employees Who are Not Members of a Collective Bargaining Unit

Non-instructional employees who are not members of a collective bargaining unit shall be entitled to paid holidays as set forth in the accompanying Administrative Regulation
~~Holidays shall be granted to all non-instructional full-time and part-time employees with pay, consistent with negotiated agreements.~~

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Reviewed: January 24, 2000
Reviewed: December 12, 2006

Holidays - Non-Instructional Employees Who are Not Members of a Collective Bargaining Unit-Hourly Employees

To qualify for holiday pay, an employee must work the day before the holiday and the day after the holiday, unless on an excused paid absence (personal day, vacation day, illness and/or similar excused paid absence). In implementing this provision, to qualify for holiday pay on a Friday holiday, the employee must work Thursday and Monday; and if the holiday falls on Monday, the employee must work Friday and Tuesday unless the paid absence is excused. No single vacation day(s) shall be taken on the days before and after the holiday without administrator/supervisor approval.

~~For the purpose of "overtime" computation for ESC employees, approved holidays, paid personal day(s), paid vacation day(s), illness and/or similar approved paid absences shall be compensated according to the employee's normal. This provision is necessary in light of the "flex time" schedule made available only to ESC employees.~~

Eligibility for Participation in School-Related Activities

Participation in the District educational program, including but not limited to curricular activities, athletics (including interscholastic ~~and, intramural intramural and club sport~~), school organizations, student publications, and extracurricular activities, is limited to students who are enrolled in the District on a full-time basis unless participation is mandated by law.

Unless the school they attend fields a team in the club sport in which they wish to participate, District residents who do not attend Conestoga High School may participate in Conestoga High School club sports appropriate to their age or grade, whichever applicable.

The Superintendent or designee shall be responsible for developing eligibility criteria for all students, including but not limited to, District students, charter school students, private school students and home-schooled students.

Eligibility for Participation in School-Related Activities

District Policy No. 5311 entitled “Eligibility for Participation in School-Related Activities” limits “participation in the District’s educational program, curricular activities, athletics, school organizations, student publications, or extracurricular activities,” with the exception of Conestoga High School club sports, to “students enrolled in the District on a full-time basis unless participation is mandated by law.”

Participation in the District’s Educational Program

To the extent required by Section 502 of the School Code, students who reside in the District but who receive their education in a setting other than a public school may participate in District offerings for which they would be eligible if they attended school in the District such as vocational schools, technical schools, and other educational departments.

Participation in the District’s Extracurricular Activities

Students Enrolled in Private Schools

Unless the school they attend fields a team in the club sport in which they wish to participate, District residents who do not attend Conestoga High School may participate in Conestoga High School club sports appropriate to their age or grade, whichever applicable. Otherwise, sStudents ~~Enrolled-enrolled~~ in ~~Private-private Schools-schools~~ may not participate in any District extracurricular activities.

Private school students who wish to participate in Conestoga High School club sports must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies, rules and regulations of the governing organization of the activity.

As is the case with students regularly attending Conestoga, the staff of the athletic office will contact the head of the private school weekly to determine if the individual student is meeting the academic and attendance eligibility requirements that Conestoga High School students must meet in order to continue participation in the club sport.

Students in Intermediate Unit Placements, Approved Private Schools, Non- Traditional Placements, or other alternative placements

Students in approved private schools, non-traditional placements or other alternative placements who have been placed in these placements by the District are permitted to participate in the extracurricular activities offered by the District as if the students were attending District schools. Such student may also participate in the District’s educational program or in co-curricular experiences if permitted or required by the student’s Individualized Education Program (“IEP”).

Charter Schools

Students in charter schools have a right to participate in the District's extracurricular activities if the charter school does not provide the same extracurricular activity. Charter school students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies, rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school.

For interscholastic athletics, as is the case with students regularly attending Conestoga, the staff of the athletic office will contact the head of the charter school weekly to determine if the individual student is meeting the academic and attendance eligibility requirements specified by PIAA.

While in school or at school activities, charter school students are responsible to meet the guidelines, as established by Board policy, in the student handbook, and/or in classroom/course/activity procedures. They will be subject to the same disciplinary measures, grading, class, and attendance regulations required of fully enrolled students.

Home Schooled

Home-educated students are permitted to participate in District activities such as clubs, musical ensembles, athletics (such as varsity sports) and theatrical ~~productions~~productions. Where a co-curricular activity requires that a District student take a class for credit, a home-educated student will be given the opportunity to audit the co-curricular class associated with activity. The District assumes no obligation to transport a home-educated student to such a class. ~~unless the activity requires that a District class be taken for credit.~~ Home-educated students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school. In order to audit a co-curricular class, the student must satisfy the enrollment, residency and other registration requirements of Policy 5001 Enrollment and Registration Requirements and Verification of Student Residency

For interscholastic athletics, as is the case with students regularly attending Conestoga, the staff of the athletic office will contact the parent weekly to determine if the individual student is meeting the academic eligibility requirements specified by PIAA.

While in school or at school activities, home-educated students are responsible to meet the guidelines, as established by Board policy, in the student handbook, and/or in classroom/course/activity procedures. They will be subject to the same disciplinary measures, grading, class, and attendance regulations required of fully enrolled students.

If the District offers a physical exam or medical test as a condition of participation in the specific activity, then the exam or test will be available to home-educated students. The dates and times of such physicals or tests shall be made available on the District's website or a general circulation publication.

In regard to home-education students identified as needing special education services pursuant to provisions of the Individuals with Disabilities Education Improvement Act, the home education program shall (1) address the specific needs of the exceptional student and (2) be approved by a teacher with a valid certificate from the state to teach special education or a licensed clinical or certified school psychologist. As such, the supervisor of a home education program may request that the District or the intermediate unit provide services that address the specific needs of the exceptional student in the home education program. When the provision of services is agreed to by both the supervisor and the District or intermediate unit, all services shall be provided in the public schools of the District or in a private school licensed to provide such programs and services.

Students on Homebound Instruction

Students on homebound instruction due to a physician's note may be allowed to participate in the District's educational program or in any co-curricular experiences or extracurricular activities provided that the participation is not inconsistent with the medical reasons for the absence from school.

Other Alternative Placements (Residential Treatment Facilities, Partial Hospitalization, Private Residential Rehabilitative Institutions).

These students may participate in academic programs and courses as if they were in private schools to the extent that their medical condition permits them. Unless the District makes the placement, they may not participate in extracurricular activities, unless the placement is of short duration and failure to allow participation could be construed as a violation of Section 504 of the Rehabilitation Act

**ELIGIBILITY FOR PARTICIPATION
IN SCHOOL-RELATED ACTIVITIES ASSUMING STUDENT MEETS STUDENT
ELIGIBILITY REQUIREMENTS APPLICABLE TO IN-DISTRICT STUDENTS**

Location of Enrollment	Extracurricular Activities	Educational Program and Co-curricular experiences	<u>Educational Program</u>
1. Private School	No, <u>except for Conestoga HS club sports</u>	Yes*	<u>Yes*</u>
2. Charter School	Yes #	No	<u>No</u>
3. Home-educated##	Yes	May audit <u>the co-curricular class associated with activity</u> ; Not eligible for credit (unless needed as special education services)	<u>No</u>
4. Homebound	Yes, subject to medical limitations	Yes, subject to medical limitations	<u>Yes, subject to medical limitations</u>
5. Approved Private School or Non-Traditional Placement	Yes	Yes*	<u>Yes*</u>
6. Alternative Placement (Intermediate Unit, RTF, Partial Hospitalization, PRRI)	Yes, subject to medical limitations	Yes, subject to medical limitations	<u>Yes, subject to medical limitations</u>

* To the extent required by Section 502 of the School Code, students who reside in the District but who receive their education in a setting other than a public school may participate in District offerings for which they would be eligible if they attended school in the District such as vocational schools, technical schools, and other educational departments.

Students in charter schools have a right to participate in the District's extracurricular activities if the charter school does not provide the same extracurricular activity. Charter school students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies, rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school.

Home-educated students are permitted to participate in District activities such as clubs, musical ensembles, athletics (such as varsity sports) and theatrical productions. Where a co-curricular activity requires that a District student take a class for credit, a home-educated student will be given the opportunity to audit the co-curricular class associated with activity. The District assumes no obligation to transport a home-educated student to such a class. Home-educated students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school.

**ELIGIBILITY FOR PARTICIPATION
IN SCHOOL-RELATED ACTIVITIES**

Location of Enrollment	Extracurricular Activities	Educational Program and Co-curricular experiences
1. Private School	_____ No	_____ Yes*
2. Charter School	_____ Yes *	_____ No
3. Home Schooled	_____ Yes*	No (unless needed as special education services)
4. Homebound	_____ Yes *	_____ Yes *
5. Approved Private School or Non-Traditional Placement	_____ Yes *	_____ Yes *
6. Alternative Placement (Intermediate Unit, RTF, Partial Hospitalization, PRRI)	_____ Yes *	_____ Yes*

~~_____~~ * Limitations Apply

Recognition of Athletic Clubs

Requirements for Recognition of Athletic Clubs

Athletic Clubs seeking school recognition and club status from the Tredyffrin/Easttown School District (T/E) must meet the following requirements:

1. Each club must designate an advisor/coach, who must be approved by the Principal of Conestoga High School, and a club president.
2. T/E reserves the right to designate or remove a particular employee as an advisor/coach to a particular club or to reject a proposed candidate.
3. The club president must be an adult (21 years old or older), but need not be an employee of T/E. The individual must agree to serve as club president without additional compensation from T/E. The advisor/coach may also serve as club president.
4. The club must normally be privately funded for the entire season and not expect financial assistance from T/E.
5. Only students ~~enrolled in T/E~~ who meet academic eligibility requirements as established by the P.I.A.A., ~~and~~ Conestoga High School and other applicable Board policy may participate in the club.
6. Transportation to club functions shall be supplied by the club at club expense and shall be provided only by appropriately insured drivers duly licensed by the Commonwealth of Pennsylvania.
7. The club will be responsible for adoption and implementation of its own rules and regulations governing all aspects of the activity. A copy of those rules must be submitted annually to the Principal of Conestoga High School.
8. The advisor/coach and club president must execute the prescribed Hold Harmless and Indemnification Agreement.
9. Advisors/coaches must provide satisfactory Act 34 and Act 88 clearance.
10. Each club participant shall be required to give evidence to T/E through the club that he or she has medical, dental, and hospitalization insurance coverage.
11. Each club participant shall be required to submit a completed "Physician's Certificate" and "Parents Certificate" in the form required by P.I.A.A., as well as any other medical or emergency information required of participants in

interscholastic athletics. This requirement may be excused, on a club-by-club basis, upon written notice by the Conestoga High School Principal.

12. The club must obtain maximum aggregate limit comprehensive general liability insurance coverage in the amount of \$500,000 per occurrence, which policy shall name T/E as an insured as its interests may appear, and submit annually a certificate evidencing such coverage to T/E's Business Manager.
13. The club must obtain maximum aggregate limit directors and officers insurance coverage in the amount of \$500,000 per occurrence or \$1,000,000 for all claims made during a policy year and submit annually a certificate evidencing such coverage to T/E's Business Manager.
14. The advisor/coach and club president are jointly responsible for the club's compliance with the rules stated above and are responsible for providing all necessary notices or other documentation required above before the activity begins. T/E reserves the right at any time to review club status and to revoke club status for any club that fails to remain in compliance with the rules stated above.
15. School recognition and club status are valid for a maximum of one year and must be renewed annually through submission of an Application for Athletic Club Status at least two months before the expected starting date.

Recognition and club status entitle a club and its Conestoga High School student participants to the following:

1. The school will award varsity letters and/or certificates if Conestoga High School student club participants meet participation requirements of officially sanctioned Conestoga High School athletic teams.
2. The club may use T/E facilities, subject to availability, with the understanding that established interscholastic and intramural programs are given priority. The club is responsible for any damages caused or incurred during the time the club is using T/E facilities or equipment.
3. Participation in the club shall be recognized on a Conestoga High School student participant's transcript if the participant meets the participation requirements of officially sanctioned Conestoga High School athletic teams.

Administrative Procedure for Recognition of Athletic Clubs

1. By August 1 of each year, the Athletic Director is responsible for notifying the school community that beginning with the 1998-1999 school year all athletic clubs seeking renewal of school recognition and club status must submit an Application for Athletic Club Status.

2. A completed Application for Athletic Club Status must include the following:
 - a. A copy of the current club rules and regulations; and
 - b. The Hold Harmless and Indemnification Agreement signed by the Advisor/Coach and the Club President.
3. The Athletic Director is responsible for initial review of the Application for Athletic Club Status for completeness and compliance with the Tredyffrin/Easttown School District Requirements for Recognition of Athletic Clubs, including confirmation that all insurance certificates have been submitted by the club to the Business Manager.
4. Once the Athletic Director has reviewed the application for completeness and compliance, the Athletic Director will forward the Application to the Conestoga High School Principal for final review.
5. The Principal will forward the application to the Director of Educational Program, who will then forward the application to the Superintendent.
6. The Athletic Director is responsible for ensuring yearly compliance on the part of all athletic clubs with the Tredyffrin/Easttown School District Requirements for Recognition of Athletic Clubs. This includes annually, no later than August 1, notifying each president and each advisor/coach of existing clubs of the need to resubmit an Application for Athletic Club Status at least two months before the expected starting date.

Tredyffrin/Easttown School District
Annual Application for Recognition and Athletic Club Status

Directions

Any athletic club seeking recognition and club status from the Tredyffrin/Easttown School District must complete this form and agree to comply with and abide by the attached Tredyffrin/Easttown School District Requirements for Recognition of Athletic Clubs.

Completed applications must be returned at least two months before the expected starting date accompanied by the following:

1. A copy of the current club rules and regulations; and
2. The Hold Harmless and Indemnification Agreement signed by the advisor/coach and the club president.

Information Required

- a. Name of Club _____
- b. Name of Advisor/Coach _____
- c. Name of Club President _____
- d. Name of Activity or Sport _____
- e. Name of general liability insurance carrier _____

- f. Name of directors' and officers' insurance carrier _____

Date

Tredyffrin/Easttown School District
Conestoga High School Athletic Club
Hold Harmless and Indemnification Agreement

_____ Club ("Club") agrees to the following in consideration of its receipt of official club status from the Board of School Directors of Tredyffrin/Easttown School District ("T/E").

1. The Club agrees to indemnify and hold T/E as well as T/E's Directors, agents, and employees harmless of any and all liability arising from or based upon the activities of the Club.
2. Liability includes any loss, damage, expense, causes of actions, lawsuits, claims, or judgments, including attorney's fees, and includes but is not limited to injuries to person or property.
3. The Club shall, at its own cost and expense, defend any and all lawsuits which may be brought against T/E whether that lawsuit is brought against T/E alone or in conjunction with others.
4. The Club shall satisfy, pay, and discharge any and all judgments and fines that may be recovered against T/E in any lawsuit referenced in paragraph 3 above.
5. T/E shall give the Club written notice of any claim or demand or lawsuit.

Intending to be legally bound, the Club agrees to the foregoing.

Club President

Advisor/Coach

Date

Tredyffrin/Easttown School District
Athletic Club Advisor/Coach Agreement

I, _____, Advisor/Coach for _____

have received and reviewed the Tredyffrin/Easttown School District Requirements for Recognition of Athletic Clubs attached to this application and agree to abide by those requirements.

Advisor/Coach

Commonwealth of Pennsylvania

County of _____

On this the _____ day of _____, before me,

_____, the undersigned officer, personally appeared,

_____ known to me to be the person whose name is

subscribed to this document, and acknowledged that she/he executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

Notary Public

Tredyffrin/Easttown School District
Athletic Club President Agreement

I, _____, Club President for _____

have received and reviewed the Tredyffrin/Easttown School District Requirements for Recognition of Athletic Clubs attached to this application and agree to abide by those requirements.

Club President

Commonwealth of Pennsylvania

County of _____

On this the _____ day of _____, before me,

_____, the undersigned officer, personally appeared,

_____ known to me to be the person whose name is

subscribed to this document, and acknowledged that she/he executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

Notary Public

Calculation of Overtime Compensation

Calculation of compensation for overtime shall be done in accordance with applicable law and the accompanying Administrative Regulation.

Calculation of Overtime Compensation

For the purpose of overtime computation for employees whose primary workplace is the District's central administration building, approved holidays, paid personal day(s), paid vacation day(s), illness and/or similar approved paid absences shall be compensated according to the employee's normal workday. This provision is necessary in light of the "flex time" schedule made available only to employees whose primary workplace is the District's central administration building.