

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

- 1. Approval of Minutes of the May 18, 2017 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - None
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - None
- 6. Policies and Regulations for Review and Discussion**
 - Policy and Regulation 1126: Website Accessibility
 - Regulation 2200 – Administrative Organizational Chart
 - Policy and Regulation 4030: Appointment of Employees and Required Clearances
 - Policy and Regulation 4035: Dress and Appearance
 - Regulation 5113: Procedures for Enforcing School Attendance
 - Policy and Regulation 5436: Reporting Suspected Child Abuse
 - Regulation 5455: Homeless Students
 - Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students
 - Regulation 6193: Web Content, Hosting and Maintenance
- 7. Future Meetings**

Meeting are currently scheduled for October 18, 2017 and November 9, 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continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.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, May 18, 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, Virginia Lastner
T/E School District Representatives: Rich Gusick, Ken Roos, Mark Cataldi, Kevin Pechin, Art McDonnell, Dave Preston, Wendy Towle, Chris Groppe

Community Members: Terry Connell, David Dudrear, Rita Gosnear, Patti Simpson, Jane Alcorn, Geraldine O'Leary, Rebecca Cain, Jim Cain, Sarah Culbert, Jennifer Arnott, Brendan Arnott, Heather Ward, Kyle Boyer, Doug Anestad

Approval of Minutes: The minutes of the April 20, 2017 meeting were approved.

Public Comment

Terry Connell commented on Regulation 6146.1: Recognition of Athletic Clubs and Policy and Regulation 5311: Eligibility for Participation in School-Related Activities.

Jim Cain commented on Policy and Regulation 5311: Eligibility for Participation in School Related Activities.

Patti Simpson commented on Regulation 6146.1: Recognition of Athletic Clubs and Policy and Regulation 5311: Eligibility for Participation in School-Related Activities.

Rita Gosnear commented on Regulation 6146.1: Recognition of Athletic Clubs.

Brendan Arnott commented on Regulation 6146.1: Recognition of Athletic Clubs and Policy and Regulation 5311: Eligibility for Participation in School-Related Activities.

David Dudrear commented on Regulation 6146.1: Recognition of Athletic Clubs.

Jane Alcorn commented on Regulation 6146.1: Recognition of Athletic Clubs.

Doug Anestad commented on Regulation 5227: Graduation Requirements.

Review of Policies for 2nd Reading

Policy and Regulation 5311: Eligibility for Participation in School-Related Activities

This Policy and Regulation were previously discussed at prior meetings of the committee. Policy 5311 was suspended at the February 27, 2017 meeting of the Board of Directors to the extent that it restricts a private school student from participating in District recognized club sports, excluding sports that are already offered at the private school the student is attending. The revised Policy states that at the sole discretion of each club, a student who no longer attends a District school but who lives in the District and previously played for a club team in the same sport while attending a District school may participate in such Conestoga High School club sport team, unless the school they attend fields a team in the club sport in which they wish to participate. The Regulation outlines participation eligibility for students enrolled in private schools, Intermediate Unit placements, approved private schools, non-traditional placements, other alternative placements and charter schools, as well as students who are home schooled or on homebound instruction. The Policy was subsequently revised after the first reading, so it will be sent in revised form to the Board of School Directors for another first reading at their meeting on May 22, 2017. Since there are no scheduled meetings of the Policy Committee for the remainder of the school year, the Policy will be sent to the Board of School Directors for a second reading at their meeting on June 12, 2017 and will be listed in the section "Other Actions Under Consideration" instead of the "Consent Agenda."

Policy and Regulation 4520: Tutoring for a Fee

The Policy was last revised in January 2017. New changes reflect a clarification that this Policy does not apply to after-school activities sponsored by the District or an elementary school-based parent organization. Furthermore, tutoring does not include providing group-based art or physical education activities for elementary school students that are approved by the District. The Policy will be sent to the Board of School Directors for a second reading at their meeting on May 22, 2017.

Information

None

Follow Up from Previous Policy Committee Meeting

Policy and Regulation 6146: Student Athletics

This Policy and Regulation were discussed and will be brought back to the committee after further review.

Policies and Regulations for Review and Discussion

Regulation 5113: Procedures for Enforcing School Attendance

The State issued new attendance legislation that needs to be implemented for the 2017-2018 school year, so the Regulation was revised to comply with new state requirements. The new law defines truancy as having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. Habitually truant is defined as six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. The Regulation contains a list of reasons for excused absences, school responses and procedures for unexcused absences and templates for parent/guardian notification. The revised Regulation will be posted and families will be notified prior to the new school year.

Regulation 5430: Legal Custody/Guardianship

Revisions to the Regulation provide clarification about procedures the school should follow regarding custody arrangements and the process of resolving disagreements among parents/guardians on educational decisions.

Regulation 5227: Graduation Requirements

Revisions to the Regulation were needed to account for the new course in College and Career Transition that was approved by the Education Committee at its April 3, 2017 meeting. The course will be required of all 11th grade students beginning in the 2018-2019 school year. The total number of credits earned to graduate remains at 24.0. Students in the graduating classes of 2020 and beyond must earn 4.9 credits in Electives and 0.2 credits in the required College and Career Transition course. Students in the graduating classes prior to 2020 must still earn 5.1 credits in Electives.

The following Policy and Regulations were revised to comply with new federal and state requirements:

Policy 5402: Student Wellness and Nutrition and Regulation 5402: Wellness Policy Implementation

The Policy and Regulation will be changed to have the same title. Revisions to the Policy include a statement that the District's comprehensive nutrition program is consistent with federal and state requirements and accessible at reasonable cost to foods and beverages that meet established nutritional guidelines. Physical education courses and opportunities for developmentally appropriate physical activity are offered during the school day. Curriculum and programs for grades K-12 are designed to

educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards. Revisions to the Regulation specify the roles and function of the District Wellness Committee and includes communication with the public, nutrition promotion and education, the restricted use of food/beverages as classroom rewards and the advertisement of food and beverages. The Policy will be sent to the Board of School Directors for a first reading at their meeting on May 22, 2017. Since there are no scheduled meetings of the Policy Committee for the remainder of the school year, the Policy will be sent to the Board of School Directors for a second reading at their meeting on June 12, 2017 and will be listed in the section “Other Actions Under Consideration” instead of the “Consent Agenda.”

Regulation 8120: Food and Nutrition Services

Revisions explicitly state the school meal account and meal charging procedures. Students are permitted to charge meals, and will not be denied food service purchases, on account of insufficient funds in their student meal accounts unless requested by the parent/guardian. The procedures for notifying parents/guardians of low and negative balances and collecting negative balances are outlined. Information on meal prices, menus, how to apply for free or reduced priced meals, how to check a school meal account balance or add funds to such accounts can be found on the District’s Food and Nutrition Services webpage.

Future Meetings

Meeting dates for the 2017-2018 school year will be determined and published. The Policy Committee meets at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200.

Adjournment

The meeting adjourned at 8:59 PM.

2017 Policy Committee Goals:

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

Website Accessibility

The Superintendent or designee shall develop and implement an accompanying Administrative Regulation designed to ensure that access to the District's publicly accessible website and the information contained therein is in compliance with applicable law.

Website Accessibility

With respect to access to its publicly accessible website, federal law requires the District to ensure that people with disabilities (1) be able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers, with substantially equivalent ease of use; (2) not be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online; and (3) receive effective communication of the District's programs, services, and activities delivered online.

Measuring Criteria

The District uses the W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content as a benchmark for measuring compliance with its legal obligations described above with respect to its publicly accessible website.

Guidelines

The District is committed to having all new, newly-added, or modified online content and functionality of the District's website be accessible to people with disabilities as measured by the criteria noted above, —this includes online content and functionality under the control of the District offered through a third-party vendor or by using open sources, except where doing so would impose a fundamental alteration or undue burden, where alternate access which is as effective as that provided to individuals without disabilities has been provided, or where permission has been sought and granted from the Office for Civil Rights.

When fundamental alteration or undue burden defenses apply, the District shall take any actions that do not result in a fundamental alteration or undue financial or administrative burdens, but nevertheless ensure that, to the extent required by law, individuals with disabilities receive the same benefits or services as their nondisabled peers.

The Director of Instructional Technology or designee(s) shall periodically review content published or uploaded to the District's website for accessibility compliance and respond to any complaints received regarding inaccessible content or functionality. Instances of inaccessible content on the District's website that are brought to the attention of the Director of Instructional Technology in accordance with the procedures outlined below shall be resolved in a timely manner.

Website Accessibility Complaints

Individuals requesting alternative access to website content may send correspondence to webmaster@tesd.net or to the following address: Tredyffrin/Easttown School District, Attn: Director of Instructional Technology; 940 West Valley Road - Suite 1700; Wayne, PA 19087.

Regulation 1126

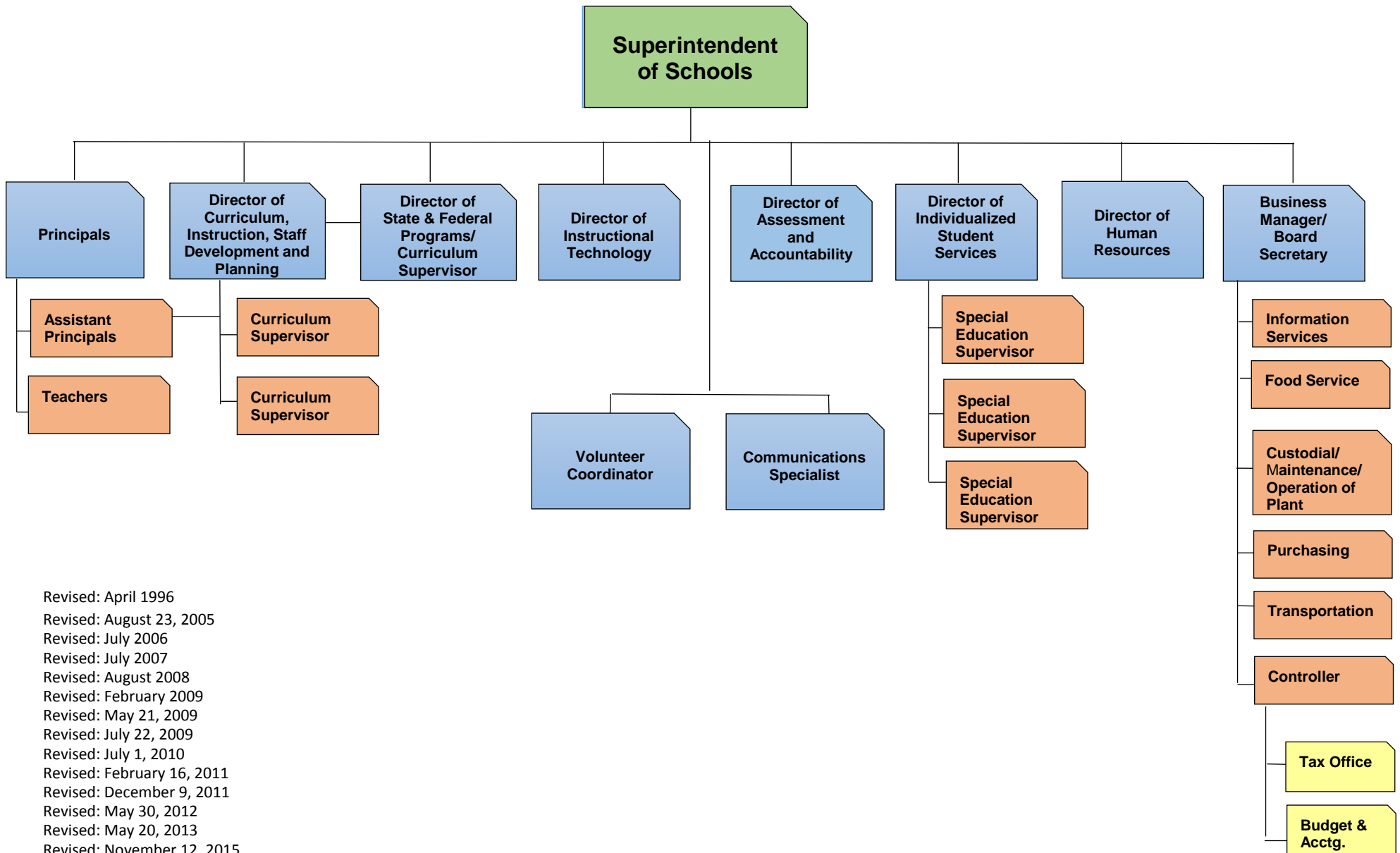
To enable the District to respond to your request, please indicate the nature of the accessibility concern, the web address of the requested material, your desired outcome or preferred format in which you want to receive the material, and your name and contact information.

If you wish to file a complaint related to the accessibility or functionality of any content on the District's website, please visit <https://www.tesd.net/page/8> for additional guidance on how to do so.

Administrative Organizational Chart

The focus of the organizational framework in the District shall be upon the learner and upon those who most directly affect the learning environment and shall provide the blueprint for the design of the administrative structure in the District.

The organizational chart shows lines of primary responsibility. As such, it is designed to be called upon when needed to clarify relationships in case some questions arise. Missing are the many crisscrossing lines of secondary responsibility and of communication and cooperation which characterize our schools and are in some ways more important to us all than the lines of primary responsibility shown on the chart.



Revised: April 1996
 Revised: August 23, 2005
 Revised: July 2006
 Revised: July 2007
 Revised: August 2008
 Revised: February 2009
 Revised: May 21, 2009
 Revised: July 22, 2009
 Revised: July 1, 2010
 Revised: February 16, 2011
 Revised: December 9, 2011
 Revised: May 30, 2012
 Revised: May 20, 2013
 Revised: November 12, 2015
 Revised: July 1, 2017

Appointment of Employees and Required ~~Clearances~~Certifications

Employees of the District shall be appointed upon the recommendation of the Superintendent or designee and approval of the Board. Should a person nominated by the Superintendent or designee be rejected by the Board, the Superintendent or designee shall make another nomination.

The Superintendent is authorized to employ staff without submitting nominations to the Board during the period schools are closed for summer vacation. Such employment shall be within the personnel and budgeting authorization as approved by the Board. The Superintendent or designee shall present such appointments to the Board for confirmation no later than the next regular meeting of the Board after school resumes in the fall.

The Superintendent or designee shall establish procedures to ensure that persons nominated for employment meet all qualifications established by law and by the Board for the type of position for which the nomination is made, including the timely submission of all required child abuse and background ~~clearances~~certifications.

{01486369 }Adopted: September 8, 1969

Revised: May 23, 1994

Revised: September 26, 1995

Revised: January 24, 2000

Revised: October 25, 2004

Revised: September 25, 2006

Revised: February 23, 2015

Appointment of Employees and Required ~~Cleanances~~Certifications

~~Beginning December 31, 2014, a~~All District employees, as a prerequisite to employment, must comply with certain background ~~check/clearance-certification~~ requirements, including FBI, State Police, and Department of Public Welfare clearances. Individuals whose background ~~check/certifications~~ reveal an offense that would disqualify the individual from obtaining work in the District under applicable law shall not be considered for employment.

Employees ~~having contact with children~~ are required to obtain the following certifications as a condition of employment, and to obtain renewed certifications ever sixty (60) months from the date of his/her oldest certification:

- PA Department of Human Services Child Abuse Certification (CY113)
- PA State Police Criminal Record Check for Employment (SP4-164)
- FBI Criminal Background Check -(through the PA Dept. of Education)

~~certifications every thirty six (36) months.~~ If a person has a current certification issued before December 31, 2014, he or she must obtain renewed certifications within ~~thirty six~~sixty (3660) months of the date of his or her most ~~recent~~oldest certification, or, if the current certification is older than ~~thirty six~~sixty (3660) months as of December 31, 2014, no later than December 31, 2015. ~~If employees have applied for clearances for employment within the Tredyffrin Easttown School District in the past, but have not yet submitted them, they are strongly encouraged to do so as promptly as possible to save both themselves and the District time and expense.~~ Information on how to apply for and obtain certifications can be found on the Pennsylvania Department of Human Services' website at:
<http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

If an applicant's or current employee's criminal history record indicates conviction of a felony offense under the Controlled Substances, Drug, Device and Cosmetic Act within the five-year period immediately preceding verification, in no case shall an employer, administrator, supervisor, or other person responsible for employment decisions hire or approve the applicant.

An employee will be required to report new arrests or convictions for an offense that would create a ban on employment with children to an administrator in writing within 72 hours.

If the person responsible for employment decisions or an administrator has a reasonable belief that an employee was arrested or convicted for an offense that would constitute grounds for denying employment, or was named as a perpetrator in a founded or indicated report of child abuse, or the employee has provided notice as required under the bill, the employer or administrator must immediately require that individual to submit current FBI, State Police, and DPW-DHS ~~clearance~~certifications.

If an employee does not disclose arrests or convictions as required, he or she will be subject to possible termination.

Furthermore, pursuant to Act 168 of 2014, before a District may offer employment to a person who would be in direct contact with children, the District must:

1. Require the applicant to provide:
 - a. all relevant contact information for his or her current employer and former employers that were school entities or where a position involved direct contact with children;
 - b. written authorization consenting to this disclosure by current and former employers and releasing them from liability stemming from disclosure; and
 - c. a written statement indicating whether the applicant (1) has been the subject of any abuse or sexual misconduct investigation unless the investigation resulted in a finding of false allegations; (2) ever has been disciplined, discharged, non-renewed, asked to resign from, or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of abuse or sexual misconduct; or (3) ever has had a license, professional license, or certificate suspended, surrendered, or revoked while such allegations were pending or under investigation, or due to an adjudication or findings of abuse or sexual misconduct.
2. Review the applicant's employment history by contacting previous and current employers to request dates of employment and a statement as to whether the applicant was the subject of any actions specified in paragraph 1(c) above.
3. Check the applicant's eligibility for employment, confirm he or she holds a valid and active certification, and inquire whether PDE has received notification of any pending criminal charges against the applicant.

Information received by a District may be used to evaluate an applicant's fitness for employment or continued employment, and may be reported as appropriate.

The District may not hire an individual who does not provide the requested information, although it may make a provisional-basis hire for up to ninety (90) days pending review of the requested information, so long as the District has no knowledge that could disqualify the applicant and the applicant swears or affirms in writing that he or she is not disqualified from employment. Employees hired on this provisional basis may not work alone with children and must work in the immediate vicinity of a permanent employee.

The District may not enter into a collective bargaining agreement, employment contract, agreement for resignation/termination, severance agreement, or any contract after the effective date of this provision that suppresses information related to a report of suspected abuse or sexual misconduct; affects the District's ability to report suspected abuse or sexual misconduct; or requires the District to expunge information from any documents unless the allegations are determined to be false.

~~Substitute employees must undergo the employment review only upon their initial hire or placement. These reviews remain valid so long as they continue to be employed by the District.~~

Applicants who provide false information or willfully fail to disclose required information may be terminated, denied employment, prosecuted criminally and/or civilly, and subject to professional discipline.

Dress and Appearance

Dress, appearance and good personal hygiene of employees are important for maintaining a positive learning and working environment.

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

The requirements of this Policy, as well as those outlined in the accompanying regulations, apply to non-District employed aides and other professionals while performing services to District students or otherwise for the benefit of the District.

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

Dress and Appearance

Applicability

The requirements of this regulation detailed below apply, in addition to District employees, to non-District employed aides and other professionals while performing services to District students or otherwise for the benefit of the District.

General Guidelines

District employees are expected to be:

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

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

Appropriate Dress

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

- bears an emblem or advertisement for products that are inappropriate or illegal for use by children (i.e. cigarettes, alcohol, drugs, etc.);
- encourages inappropriate or illegal activities by children; and/or
- is sexually suggestive, including but not limited to, displaying evocative printed words or images and/or through some other obvious manner.

Promotion of Religion

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

Political Advocacy

When political expression occurs on District property or at District-sponsored events, the employee's right to expression must be balanced against the District's responsibility to educate

students without substantial disruption, the prohibition against using public resources for personal expression, and the concern that the individual will appear to be representing the District on a particular issue.

The District is required to maintain political neutrality. Thus, employees who are acting on behalf of the school, or who are reasonably perceived to be representing the school both while on duty and during non-working hours on District property and at District-sponsored events, must also maintain political neutrality. Because partisan political activities, other than for students, are prohibited on District property and at District-sponsored events, all District employees are prohibited from wearing any clothing, buttons, signs, or other accessories that advocate for or against a particular political candidate and/or party or political issue on District property and at District-sponsored events while in contact with students, except at locations designated as polling places on Election Day during nonworking time, or as permitted by the organizer of a non-partisan debate, speech or other similar event authorized by the District.

Exceptions

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

Procedures for Enforcing School Attendance

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean (1) a custodial biological or adoptive parent; (2) a noncustodial biological or adoptive parent; (3) guardian of the person of a child; or (4) a person with whom a child lives and who is acting in a parental role of a child.

School attendance improvement conference shall mean a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference: (1) the child; (2) the child's person in parental relation; (3) other individuals identified by the person in parental relation who may be a resource; (4) appropriate school personnel; and (5) recommended service providers.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assessment in an alternative education program, provided the program does not include a program for disruptive youth.

Attendance Officers

Attendance officers are in charge of enforcing the provisions of the Pennsylvania School Code regarding compulsory attendance for their individual schools. At the elementary school levels, principals shall be the attendance officers for their individual schools. At the middle school and high school levels, assistant principals designated by the principals shall be the attendance officers for their individual schools.

Attendance Officers possess powers and responsibilities including but not limited to:

1. Tracking student attendance.
2. Communicating with parents/guardians regarding truancy.

3. Coordinating, attending and participating in school attendance improvement conferences and documenting the outcome of the conference in a written school attendance improvement plan in accordance with the guidelines contained herein.
4. Filing truancy citations in the Magisterial District Court when necessary.
5. Attending court procedures related to truancy and presenting truancy cases in court.
6. Requesting the Magisterial District Court to subpoena any school staff member as a witness in order to prove the District's truancy case.
7. Referring habitually truant children to a school-based or community-based attendance improvement program or to the Chester County Office of Children and Youth for services when appropriate and/or required or permitted by law.
8. Full police power without warrant, and may arrest or apprehend any child who fails to attend school in violation of compulsory attendance.
9. If an arrest or apprehension takes place, the Attendance Officer must promptly notify the parent/guardian and place the child in school.
10. Authority to inspect places where children are employed and inspect employment certificates.

If a discovery is made that any child of compulsory school age is unable to attend school due to the lack of necessary clothing or food, the case must be reported to any suitable relief agency operating in the District or to the proper County board of assistance for investigation and relief.

Unexcused Absences

All absences shall be treated as unexcused until the District receives a written excuse explaining the reason for an absence. Parents/guardians may submit excuses as follows:

- 1) written note signed by a parent/guardian; or
- 2) email from a parent/guardian's email account as designated by the parent/guardian.

Excused Absences

A student absence is considered excused under the following circumstances:

- 1) When the student is prevented from attendance for mental, physical, or other urgent reasons such as:

- Illness
 - Family Emergency
 - Death of a Family Member
 - Medical or Dental Appointments
 - Authorized School Activities
 - Educational Travel with Prior Approval
 - Pre-approved religious instruction (limit 36 hours per year)
 - Bona Fide Religious Holiday
 - For purposes of receiving tutorial instruction in a field not offered in the District's curricula, when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or his/her designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of the commencement of such tutoring
- 2) When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.
 - 3) If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act.
 - 4) If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.
 - 5) For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
 - 6) If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with regard to school attendance, tests and extra-curricular or cocurricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days. Teachers shall assist students in making up work caused by such absences.
 - 7) Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, "rare" means typically no more than 1 or 2 per year District-wide and "extraordinary circumstances" means the student is engaged in a profession or activity at a nationally recognized level.

Ten Consecutive Absences

Students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence that the absences are excused or the school is pursuing compulsory attendance prosecution.

Policy Notification

Parents/guardians shall be given copies of the District's attendance Policy and Administrative Regulations upon request. District attendance information, including the Policy, Administrative Regulations, and other documents will be posted on the District's website.

School Responses and Procedures for Unexcused Absences

Parents/guardians and students shall submit the required excuse within three (3) school days of the absence. If written verification of the reason for absence is not received within three (3) school days of the absence, the absence will be counted towards the calculation of unexcused absences for purposes of reporting truancy. The absence may be reclassified if a valid excuse note is forthcoming within ten (10) school days from the date of the absence. A maximum of ten days of cumulative ~~lawful-excused~~ absences for illness verified by parental notification may be permitted during a school year. All absences for illness beyond ten cumulative school days shall require an excuse from a physician familiar with the student who may not be the student's parent/guardian.

When a child is absent from school, the Attendance Officer or designee will send a notice via email to the parents/guardians in the form set forth in Attachment 1. For parents/guardians with no designated email address, Attachment 1 will be mailed to the parent or guardian. ~~The failure of the parent/guardian to provide written excuse within three (3) school days of receipt of this notice will cause the absence to be permanently categorized as "unexcused."~~

Third Unexcused Absence

Within ten (10) school days of a child of compulsory school age's third unexcused absence, the Attendance Officer shall send an Official Notice of Truancy. (See Attachment 2). Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a school attendance improvement conference, and shall be in the mode and language of communication preferred by the parent in parental relation to the child. When transmitted to a person who is not the biological or adoptive parent, such notice shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

Continued Absenteeism

If a child of compulsory school age continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then schedule a school attendance improvement conference, unless a conference was previously held following the Official Notice of Truancy. (See Attachment 3). The following shall apply with respect to a school attendance improvement conference:

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone.
- The outcome of the conference shall be documented in a written school attendance improvement plan, on the template provided by the Department of Education for this purpose.
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled school attendance improvement conference has passed.

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Procedure for Addressing Habitually Truant Children

When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school:

- i. Shall refer the child to either (1) a school-based or community-based attendance improvement program or (2) the Chester County Office of Children and Youth for services or possible disposition as a dependent child; and
- ii. May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled.

When a child is habitually truant and fifteen (15) years of age or older at the time of referral, the school shall either

- i. Refer the child to a school-based or community-based attendance improvement program or service; or
- ii. File a citation in the office of the magisterial district judge having jurisdiction in the region against the child or the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled.

If a child of compulsory school age who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or fails to participate in the such a program as recommended through the school attendance improvement conference, the school may refer the child to the Chester County Office of Children and Youth for possible disposition as a dependent child.

When referring a habitually truant child to the Chester County Office of Children and Youth or filing a citation with the magisterial district judge having jurisdiction over

the region, the school shall provide verification that a school attendance improvement conference was held.

No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of school attendance if any of the following circumstances apply:

- A proceeding is already pending against the child or person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served.
- A referral for services has been made to the Chester County Office of Children and Youth and the agency has not closed the case.
- A petition has been filed alleging the child is dependent due to being habitually truant and the case remains under the jurisdiction of the Juvenile Court.

Exempt from Compulsory Education

Pennsylvania School Code section 1330 states that a 16-year-old student who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law is exempt from compulsory attendance. In order to be a student who is exempt from compulsory education, the student must be 16 years of age or older and must be engaged in useful and lawful employment or service for 40 hours per week or more.

Cross Reference: Board Policy and Administrative Regulation 5117 (Student Travel)

{01473210 }Adopted: September 1973

Revised: August 1995

Revised: July 2009

Revised: October 1, 2009

Revised: May 9, 2011

Revised: August 2012

Revised: May 18, 2017

Attachment 1

(Send on day of absence)

To the Parent(s)/Guardian(s) of:

«first_name_of_student» «last_name_of_student»
«guardian_apartment_complex» «guardian_apartment_number»
«guardian_lot_number» «guardian_street_name»
«guardian_city», «guardian_state» «guardian_zip_code»

IMMEDIATE ATTENTION REQUIRED

RE: Student Absence

Name of Student: «first_name_of_student» «last_name_of_student»

Grade of Student: «grade»

Date of Absence: «absence_details_for_the_letter»

This letter is to advise you that your child was marked absent from school ~~today~~ on the date indicated above. Pursuant to Board Policy and Administrative Regulation 5113, all absences are categorized as UNEXCUSED until the District receives a written excuse substantiating a valid reason for the absence. You may provide this excuse by doing one of the following:

- Reply to this email and check the appropriate excuse below, or
- Complete and return this form to your child’s school checking the appropriate excuse below and then returning this form, or you may respond to this email to advise as to the reason for your child’s absence.

This letter is being sent to the designated parent/guardian email accounts for your child, but only one response-reply with an excuse is needed.

For reply:

My child was absent on the above date because of:

- ___ **Illness**
- ___ **Family Emergency**
- ___ **Death of a Family Member**
- ___ **Medical or Dental Appointments**
- ___ **Authorized School Activities**
- ___ **Educational Travel with Prior Approval**
- ___ **Pre-approved Religious Instruction (limit 36 hours per year)**
- ___ **Bona Fide Religious Holiday**
- ___ **Approved Tutorial Instruction**
- ___ **Other: _____**

Name of Parent/Guardian:

Signature of Parent/Guardian:

(Signature not required if emailed from designated email address)

Pennsylvania law requires the District to track student attendance and report truancy to designated state and local agencies in accordance with a designated timeline. In order to prevent the initiation of formal truancy proceedings, the District appreciates your prompt attention to this matter. Should you have any questions, please feel free to contact your child’s school -attendance officer-

School Attendance Officer:
School Name: ~~and Address~~
School Attendance Email Address

Attachment 2 3rd Unexcused Absence

VIA CERTIFIED MAIL

To the Parent(s)/Guardian(s) of:

«first_name_of_student» «last_name_of_student»
«guardian_apartment_complex» «guardian_apartment_number»
«guardian_lot_number» «guardian_street_name»
«guardian_city», «guardian_state» «guardian_zip_code»
«guardian_title» «first_name_of_guardian» «last_name_of_guardian»

OFFICIAL NOTICE OF TRUANCY

Dear «guardian_title» «first_name_of_guardian» «last_name_of_guardian»:

This letter is to officially notify you «first_name_of_student» «last_name_of_student» has been absent from school without a valid excuse on the following dates:

«absence_details_for_the_letter»

Since your child is of compulsory school age and has accumulated three (3) unexcused absences from school, in accordance with Pennsylvania law, he/she is now considered truant, and in violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327).

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. At this time, you are strongly encouraged to contact me to schedule a school attendance improvement conference to discuss your child's absences and the underlying cause/reasons for the absences with the goal of improving your child's school attendance.

Please understand that if your child becomes habitually truant as defined in Pennsylvania law, the District is required to refer your child to either a school-based or community-based attendance improvement program or to the Chester County Office of Children and Youth for services or possible disposition as a dependent child. A citation may also be filed against you and/or your child in the office of the local magisterial district judge for prosecution. Consequences stemming from truancy proceedings before the local magisterial district judge can include fines, community service, loss of driving privileges, required completion of a course or program designed to improve school attendance, or jail time.

If you have any questions, please call my office at <PHONE> or the guidance office at <PHONE> so that we may work together to ensure «first_name_of_student» «last_name_of_student»'s educational success

Sincerely,

Assistant Principal/Attendance Officer

Enclosure: 24 P.S. Sec. 1333.3- (Penalties for Violation of Compulsory Attendance Requirements)
Board Policy & Administrative Regulation 5113 (w/o Attachments)

cc: Attendance Officer
Principal
Guidance Counselor
Attendance Coordinator
Mental Health Specialist
Student File

[TO BE INCLUDED WITH ATTACHMENTS 2 AND 3]

24 PA Statute

Section 1333- Penalties for Violation of Compulsory School Attendance Requirements

(a) A person convicted of an offense under this article may be:

(1) sentenced to pay a fine for the benefit of the school that is responsible for the truancy proceedings in an amount not exceeding three hundred dollars (\$300) together with court costs except that, in the case of a second offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding five hundred dollars (\$500) together with court costs and, in the case of a third or subsequent offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding seven hundred and fifty dollars (\$750) together with court costs;

(2) sentenced to perform community service; or

(3) required to complete an appropriate course or program designed to improve school attendance which has been approved by the president judge of the judicial district.

(b) The court may suspend the sentence of a person convicted of an offense and may remit or waive fines and costs if the child attends school in accordance with a plan devised by the court.

(c) A person convicted of an offense under this article shall have a right to appeal de novo to a court of common pleas of the proper county within thirty (30) days of the conviction. After thirty (30) days, the appeal shall proceed similar to other appeals of summary convictions.

(d) No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of compulsory school attendance if any of the following circumstances apply:

(1) A proceeding is already pending under sections 1333.1 and 1333.2 against the child or a person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served.

(2) A referral for services has been made to the county children and youth agency under this subdivision and the agency has not closed the case.

(3) A petition has been filed alleging the child is dependent due to being habitually truant under 42 Pa.C.S. Ch. 63 (relating to juvenile matters) and the case remains under the jurisdiction of the juvenile court.

(e) Upon a second or subsequent conviction of a child or a person in parental relation with the child who resides in the same household as the child for a violation of the requirements of compulsory school attendance in a court within this Commonwealth within a three-year period, the court shall refer the child for services or possible disposition as a dependent child under 42 Pa.C.S. Ch. 63.

(f) Upon failure of a person to satisfy the penalty imposed by the court under subsection (a), the person in parental relation may be found in contempt of court and, upon conviction, may be sentenced to the county jail for a period not to exceed three (3) days in any one case. The court shall make such a determination based on specific finding that the person in parental relation had reasonable ability to comply with the penalty imposed and that noncompliance was willful. The following shall apply:

(1) In the case of a child, the failure to satisfy a fine or costs imposed under this section shall not be considered a delinquent act.

(2) The president judge of a judicial district may adopt a local policy under 42 Pa.C.S. § 6304 (relating to powers and duties of probation officers) and the Pennsylvania Rules of Juvenile Court Procedure to provide that a juvenile probation officer may receive allegations that the child who fails to satisfy a fine or costs imposed under this section is dependent for the purpose of considering the commencement of proceedings under 42 Pa.C.S. Ch. 63.

(g) (1) If a child is convicted of a violation of the compulsory school attendance requirements of this article, the court may send the Department of Transportation a certified record of the conviction on a form prescribed by the department only if the child fails to comply with a lawful sentence entered for the violation and is not subject to an exception to compulsory attendance under section 1330.

(2) The Department of Transportation shall suspend for ninety (90) days the operating privilege of a child upon receiving a certified record that the child was convicted of a summary offense under the compulsory school attendance requirements of this article. If the Department of Transportation receives a certified record of a second or subsequent conviction of a child pursuant to this section, the department shall suspend the child's operating privilege for six (6) months.

(3) A child whose record is received by the Department of Transportation under this section and who does not have a driver's license shall be ineligible to apply for a driver's license under 75 Pa.C.S. §§ 1505 (relating to learners' permits) and 1507 (relating to application for driver's license or learner's permit by minor) for the time period specified in paragraph (2). If the child is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. § 1541 (relating to period of disqualification, revocation or suspension of operating privilege) for the time specified in paragraph (2).

(4) A child whose driving privileges have been suspended or whose eligibility for a permit or license is delayed under this section may have that license or eligibility restored by providing the Department of Transportation with a form developed by the Department of Transportation containing the following information in the form of a certified record from the child's school that the child:

(i) has attended school for a period of at least two (2) months after the first conviction or four (4) months after the second conviction without an unexcused absence or unexcused tardy;

(ii) is subject to an exception to compulsory attendance under section 1330; or

(iii) graduates, withdraws from school pursuant to compulsory attendance requirements under section 1327, receives a general education diploma or enlists in the military.

(5) An insurer may not increase premiums, impose a surcharge or rate penalty, make a driver record point assignment for automobile insurance or cancel or refuse to renew an automobile insurance policy on account of a suspension under this section.

(6) Nothing in this section shall prohibit a child who is convicted of a violation of the compulsory school attendance requirements of this article from being eligible for an occupational limited license under 75 Pa.C.S. § 1553 (relating to occupational limited license).

(h) (1) Upon application from a child who has a conviction of a summary offense under section 1333.2, the court shall grant an expungement of the conviction from the child's record if all of the following apply:

(i) The child has earned a high school diploma, a Commonwealth secondary school diploma or another Department of Education-approved equivalent or is subject to an exception to compulsory attendance under section 1330.

(ii) The child has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs.

(2) If the court grants an expungement under paragraph (1), the court shall order the Department of Transportation to expunge all administrative records related to the convictions.

(i) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1.

(ii) (Reserved)

Attachment 3 After 3rd Unexcused Absence To Schedule School Attendance Improvement Conference (Unless A Conference Was Previously Held Following Official Notice of Truancy)

To the Parent(s)/Guardian(s) of:

«first_name_of_student» «last_name_of_student»
«guardian_apartment_complex» «guardian_apartment_number»
«guardian_lot_number» «guardian_street_name»
«guardian_city», «guardian_state» «guardian_zip_code»
«guardian_title» «first_name_of_guardian» «last_name_of_guardian»

NOTICE OF SCHOOL ATTENDANCE IMPROVEMENT CONFERENCE

Dear «guardian_title» «first_name_of_guardian» «last_name_of_guardian»:

This letter is to officially notify you that «first_name_of_student» «last_name_of_student» has been absent from school without a valid excuse on the following dates:

«absence_details_for_the_letter»

These absences are unexcused and, because your child is of compulsory school age, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327). On _____(DATE), you were advised via an Official Notice of Truancy that your child is now considered truant in accordance with Pennsylvania law. Since your child has incurred at least one additional unexcused absence since the issuance of the Official Notice of Truancy, and since a school attendance improvement conference has not yet been held, this letter is to advise you that such a conference is required to be scheduled by law. The conference is scheduled to take place on _____ at _____ o'clock and will be located at _____. If you have any questions or are unable to attend the conference at the scheduled time and would like to have the conference rescheduled to a more convenient time, please contact me as soon as possible. Additional information regarding school attendance improvement conferences is contained in the enclosed Administrative Regulation 5113 (Procedures for Enforcing School Attendance).

Please understand that if your child continues to be absent from school without a proper excuse, and becomes habitually truant as defined in Pennsylvania law, the District is required to refer your child to either a school-based or community-based attendance improvement program or to the Chester County Office of Children and Youth for services or possible disposition as a dependent child. A citation may also be filed against you and/or your child in the office of the local magisterial district judge for prosecution. Consequences stemming from truancy proceedings before the local magisterial district judge can include fines, community service, loss of driving privileges, required completion of a course or program designed to improve school attendance, or jail time.

If you have any questions, please call my office at <PHONE> or the guidance office at <PHONE> so that we may work together to ensure «first_name_of_student» «last_name_of_student»'s educational success

Sincerely,

Assistant Principal/Attendance Officer

Enclosure: 24 P.S. Sec. 1333.3- (Penalties for Violation of Compulsory Attendance Requirements)
Board Policy & Administrative Regulation 5113 (w/o Attachments)

cc: Attendance Officer
Principal
Guidance Counselor
Attendance Coordinator
Student File
Mental Health Specialist

Reporting Suspected Child Abuse

~~Those school employees, independent contractors, and volunteers who are M~~mandated reporters must report cases of suspected child abuse as required by law. The Superintendent is authorized to promulgate regulations implementing this Policy and the applicable law.

Adopted: December 5, 1983
Revised: September 26, 1994
Revised: January 24, 2000
Revised: December 7, 2009
Reviewed: January 22, 2013
Reviewed: January 15, 2015
Revised: June 15, 2015

Reporting Suspected Child Abuse

A. Definitions:

1. *Child abuse*—A term meaning intentionally, knowingly or recklessly doing any of the following:

- (1) Causing bodily injury to a child through any recent act or failure to act.
- (2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- (3) Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- (4) Causing sexual abuse or exploitation of a child through any act or failure to act.
- (5) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- (6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- (7) Causing serious physical neglect of a child.
- (8) Engaging in any of the following recent acts:
 - (i) Kicking, biting or, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - (iii) Forcefully shaking a child under one year of age.
 - (iv) Forcefully slapping or otherwise striking a child under one year of age.
 - (v) Interfering with the breathing of a child.
 - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being

investigated by law enforcement.

(vii) Leaving a child unsupervised with an individual, other than the child’s parent, who the actor knows or reasonably should have known:

(A) Is required to register as a Tier II or Tier III Sexual Offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.

(B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors).

(C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).

(9) Causing the death of the child through any act or failure to act.

~~(9)~~(10) Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

2. *Exclusions from Child Abuse*

(1) Environmental factors—No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors such as inadequate housing, furnishings, income, clothing and medical care, that are beyond the control of the parent or person responsible for the child’s welfare with whom the child resides.

(2) Practice of religious beliefs—If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of sincerely held religious beliefs of the child’s parents or relative within the third degree of consanguinity and with whom the child resides, which beliefs are consistent with those of a bona fide religion, the child shall not be deemed to be physically or mentally abused.

(3) Use of force for supervision, control and safety purposes—the use of reasonable force on or against a child by the child’s own parent or person responsible for the child’s welfare shall not be considered child abuse if any of the following conditions apply:

(i) the use of reasonable force constitutes incidental, minor or reasonable physical contact with the child or other actions that are designed to maintain order and control.

(ii) the use of reasonable force is necessary:

(A) to quell a disturbance or remove the child from the scene of a disturbance that threatens physical injury to personal or damage to property

(B) to prevent the child from self-inflicted physical harm;

(C) for self-defense or the defense of another individual; or

(D) to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are on the child or within the control of the child.

(4) Rights of Parents—Nothing in this definition shall be construed to restrict the generally recognized existing rights of parents to use reasonable force on or against their children for the purposes of supervision, control and discipline of their children. Such reasonable force shall not constitute child abuse.

(5) Participation in events that involve physical contact with child—An individual participating in a practice or competition in an interscholastic sport, physical education, a recreational activity or an extracurricular activity that involves physical contact with a child does not, in itself, constitute contact that is subject to the reporting requirement.

(6) Child-on-child contact—harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator. No child shall be deemed to be a perpetrator of child abuse based solely on physical or mental injuries caused to another child in the course of a dispute, fight or scuffle entered into by mutual consent.

The following child-on-child acts constitute crimes against a child which are subject to reporting requirements of this regulation:

(i) rape as defined in 18 Pa.C.S. § 3121 (relating to rape);

(ii) involuntary deviate sexual intercourse as defined in

18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse);

(iii) sexual assault as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault);

(iv) aggravated indecent assault as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault);

(v) indecent assault, as defined in 18 Pa.C.S. § 3126 (relating to indecent assault);

(vi) indecent exposure, as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure).

(7) Defensive force—Reasonable force for self-defense or the defense of another individual, consistent with the provisions of with 18 Pa.C.S. §§ 505 (relating to use of force for self-protection) and 506 (relating to use of force for the protection of other persons), shall not be considered child abuse.

3. *Bodily Injury*—Impairment of physical condition or substantial pain.

4. *Child*—An individual under 18 years of age.

5. *Serious mental injury*—A psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

(1) renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or

(2) seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

6. *Serious bodily injury*—Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

7. *Parent*—A biological parent, adoptive parent or legal guardian.

8. *Serious physical neglect*—Any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or

functioning:

(1) A repeated, prolonged or unconscionable egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

(2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

9. *Sexual abuse or exploitation*—Any of the following:

(1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another person to engage in sexually explicit conduct or a simulation of sexually explicit conduct, which includes, but is not limited to, the following:

(i) Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual

(ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual

(iii) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

(2) Any of the following offenses committed against a child:

(i) rape as defined in 18 Pa.C.S. § 3121 (relating to rape).

(ii) statutory sexual assault, as defined in 18 Pa.C.S. § 3122.1 (relating to statutory sexual assault).

(iii) Involuntary deviate sexual intercourse, as defined in 18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse).

(iv) Sexual assault, as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault).

(v) Institutional sexual assault, as defined in 18 Pa.C.S. § 3124.2 (relating to institutional sexual assault).

(vi) Aggravated indecent assault, as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault).

(vii) Indecent assault, as defined in 18 Pa.C.S. § 3125 (relating to indecent assault).

(viii) Indecent exposure, as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure).

(ix) Incest, as defined in 18 Pa.C.S. § 4302 (relating to incest).

(x) Prostitution, as defined in 18 Pa.C.S. § 5902 (relating to prostitution and related offenses).

(xi) Sexual abuse, as defined in 18 Pa.C.S. § 6312 (relating to sexual abuse of children).

(xii) Unlawful contact with a minor, as defined in 18 Pa.C.S. § 6318 (relating to unlawful contact with minor).

(xiii) Sexual exploitation, as defined in 18 Pa.C.S. § 6320 (relating to sexual exploitation of children).

10. *Perpetrator*—A person who has committed child abuse as defined in this section. The following shall apply:

(1) The term includes only the following:

(i) A parent of the child.

(ii) A spouse or former spouse of the child's parent.

(iii) A paramour or former paramour of the child's parent.

(iv) A person 14 years of age or older and responsible for the child's welfare.

(v) An individual 14 years of age or older who resides in the same home as the child.

(vi) An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.

[\(vii\) An individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 \(114 Stat. 1466, 22 U.S.C. § 7102\).](#)

(2) Only the following may be considered a perpetrator for failing to act,

as provided in this section:

- (i) A parent of the child.
- (ii) A spouse or former spouse of the child's parent.
- (iii) A paramour or former paramour of the child's parent.
- (iv) A person 18 years of age or older and responsible for the child's welfare.
- (v) A person 18 years of age or older who resides in the same home as the child.

11. *Direct contact with children* — The possibility of care, supervision, guidance or control of children or routine interaction with children.

12. *Sexual misconduct*— Any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to:

- a) sexual or romantic invitation.
- b) dating or soliciting dates.
- c) engaging in sexualized or romantic dialog
- d) making sexually suggestive comments.
- e) self-disclosure or physical exposure of a sexual, romantic or erotic nature.
- f) any sexual, indecent, romantic or erotic contact with the child or student.

B. Mandated Reporters

1. Definition: *Mandated Reporters* – The following adults shall make a report of suspected child abuse, subject to subsection B.2 below, if the person has reasonable cause to suspect that a child is a victim of child abuse:

- (1) A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
- (2) A medical examiner, coroner or funeral director.
- (3) An employee of a health care facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.
- (4) A school employee.
- (5) An employee of a child-care service who has direct contact with children in the course of employment.

(6) A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.

(7) An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.

(8) An employee of a social services agency who has direct contact with children in the course of employment.

(9) A peace officer or law enforcement official.

(10) An emergency medical services provider certified by the Department of Health.

(11) An employee of a public library who has direct contact with children in the course of employment.

(12) An individual supervised or managed by a person listed under paragraphs (1), (2), (3), (4), (5), (6), (7), (8), (9), (10) and (11), who has direct contact with children in the course of employment.

(13) An independent contractor.

(14) An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children.

2. Basis to Report: A mandated reporter enumerated shall make a report of suspected child abuse or cause a report to be made in accordance with the reporting procedure described below in Section C, if the mandated reporter has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

(1) the mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;

(2) the mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child;

(3) A person makes a specific disclosure to the mandated reporter that an identifiable child is a victim of child abuse;

(4) An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

1. It is ultimately the responsibility of each mandated reporter to refer all cases of suspected child abuse as provided in Section C.1 below.
2. By law, a mandatory reporter who willfully fails to report a case of suspected child abuse commits a misdemeanor of the third degree for the first violation, and a misdemeanor of the second degree for a second or subsequent violation. Such failure will also be grounds for disciplinary action, up to and including termination.

C. Procedures:

1. Any mandated reporter who has reasonable cause to suspect that a child is a victim of child abuse must make either (but not both) an electronic report through the Child Welfare Portal¹ or an oral report of suspected child abuse to the Department of ~~Human Services~~~~Public Welfare~~, ChildLine, by calling (800) 932-0313.

- (1) If ChildLine receives a report of suspected child abuse that also alleges that a criminal offense has been committed against the child, the Department of ~~Human Services~~~~Public Welfare~~ will immediately transmit notice to the appropriate law enforcement official in the county where the suspected child abuse is alleged to have occurred.

2. Unless the report was made electronically, the mandated reporter designated in C.1. above must also complete a written report of suspected child abuse in the form attached as Attachment A. This form must be submitted within 48 hours to:

~~Chester County Children, , and Families~~ ~~and Youth~~ ~~and Families~~Division
601 Westtown Road Suite 310
West Chester, PA 19380
Phone: (610) 344-5800 Fax: (610) 344-5858

The written report of suspected child abuse shall include the following information, if known:

- (1) The names and addresses of the child, the child's parents and any other person responsible for the child's welfare.
- (2) Where the suspected abuse occurred.
- (3) The age and sex of each subject of the report.
- (4) The nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or any sibling of the child.
- (5) The name and relationship of each individual responsible for causing the suspected abuse and any evidence of prior abuse by each individual.
- (6) Family composition.
- (7) The source of the report.

¹ <https://www.compass.state.pa.us/cwis/public/home> <http://www.pamedsoc.org/MainMenuCategories/Laws-Politics/Analysis/Laws-Analysis/Child-abuse/Child-Welfare-Portal.html>

- (8) The name, telephone number and e-mail address of the person making the report.
 - (9) The actions taken by the person making the report, including those actions taken under section 6314 (relating to photographs, medical tests and X-rays of child subject to report), 6315 (relating to taking child into protective custody), 6316 (relating to admission to private and public hospitals) or 6317 (relating to mandatory reporting and postmortem investigation of deaths).
 - (10) Any other information required by Federal law or regulation.
 - (11) Any other information that the Department of ~~Public Welfare~~[Human Services](#) requires by regulation.
3. Immediately after reporting to ChildLine, the mandated reporter must notify the Building Principal. Upon notification, the Building Principal shall ensure that the mandated reporter submits a written report as provided in C.2 above. The Building Principal shall assume the responsibility of facilitating the cooperation of the District with the investigation of the report.
 4. The Superintendent or his/her designee shall immediately also contact local law enforcement officials in all cases where a report has been made to ChildLine.
 5. The Building Principal must immediately notify as soon as practicable (and document all attempts to contact) the parent or guardian of a victim or suspect directly involved in any incidents of alleged child abuse unless the parent/guardian is the alleged perpetrator or notifying the parent/guardian would endanger the student and/or the investigation of the incident. The Building Principal must inform the parent/guardian that the local police department has been notified of the incident.
 6. If physical abuse is suspected, the school nurse shall examine the student and report his or her results to the building administrator. When there is visible trauma and it is necessary to preserve potential evidence of suspected child abuse from a reportedly non-accidental physical injury, a school nurse or other school official may, after the initial report is made, take photographs of the child who is the subject of the report as authorized by the building administrator and in the presence of another adult. Any such photographs shall be provided to the county agency at the time the written report is sent, or within forty-eight (48) hours after a report is made by electronic technologies, or as soon thereafter as possible.
 7. Within 15 days of notice or discovery, the Superintendent shall file with the Department of Education in the form attached as Attachment B any of the following information:
 - (1) Any educator who has been provided by the District with notice of intent to dismiss or remove for cause;
 - (2) Any educator who has been arrested or indicted for or convicted of any crime that is graded a misdemeanor or felony or any crime

enumerated under Section 111(e) and (f.1) of the Public School Code.

- (3) Any educator against whom allegations have been made that the educator has:
 - (i) committed sexual abuse or exploitation involving a child or student; or
 - (ii) engaged in sexual misconduct with a child or student
- (3) Information which constitutes reasonable cause to suspect that an educator has caused physical injury to a child or student as a result of negligence or malice.
- (4) Any educator who has resigned, retired or otherwise separated from employment after the District has received information of alleged misconduct under the Professional Educator Discipline Act;
- (5) Any educator who is the subject of a report filed by a mandated reporter designated in C.1 above;
- (6) Any educator who the District knows to have been named as the perpetrator of an indicated or founded report of child abuse or named as an individual responsible for injury or abuse in an indicated or founded report under the Child Protective Services Law.

D. Immunity from Liability

- 1. By law, any person, hospital, institution, school, facility or agency participating in good faith in making a report, and cooperating with an investigation will have immunity from any liability, civil or criminal, that might have otherwise result by reason of such action.

E. Agency Cooperation

- 1. The School will cooperate with any subsequent investigation regarding suspected child abuse conducted by the proper authorities. Such cooperation will include, but shall not be limited to, permitting authorized personnel from the investigating county agency to interview a student while the student is in attendance at school.

F. Child abuse recognition and reporting training

- 1. The District shall provide all employees who have direct contact with children with mandatory training on child abuse recognition and reporting.

- (1) Training shall address, but shall not be limited to, the following topics:

- (i) this regulation and accompanying Board Policy related to reporting of suspected abuse and sexual misconduct.
 - (ii) recognition of the signs of abuse and sexual misconduct and reporting requirements under the Child Protective Services Law.
 - (iii) the provisions of the "Professional Educator Discipline Act," including mandatory reporting requirements.
 - (iv) maintenance of professional and appropriate relationships with students.
- (2) The District may provide this training through the internet or other distance communications systems.
 - (3) All employees shall complete a minimum of three (3) hours of training every five (5) years.
 - (4) When applicable, in order that employees required to undergo continuing professional education under section 1205.2 shall receive credit toward their continuing profession education requirements, the District shall submit its training program to be approved by the Department of Education in consultation with the Department of [Public Welfare](#)[Human Services](#).

G. Confidentiality

- 1. As part of its notification of an incident to the local police department, the chief school administrator or a designee shall provide information in accordance with the MOU developed with local law enforcement officials and pursuant to the Safe Schools Act regulation 22 Pa. Code § 10.21.
- 2. All information collected in the process of reporting suspected child abuse shall remain a confidential educational record, and shall only be disclosed in accordance with FERPA or any other applicable law.

Contact Address:

Tredyffrin/Easttown Administration Offices
940 West Valley Road, Suite 1700
Wayne, PA 19087

{01486274 } Adopted: December 5, 1983

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Revised: December 7, 2009

Reviewed: January 22, 2013

Reviewed: January 15, 2015

Revised: June 11, 2015

Revised: February 18, 2016

**TREDYFFRIN-EASTTOWN SCHOOL DISTRICT
CHILD ABUSE REPORTING FLOW CHART**

(Exhibit A to Regulation 5436)—~~Revised February 18, 2016~~

1. A mandated reporter who has reasonable cause to suspect that a child is a victim of child abuse must promptly and directly make a report to [Department of Human Services/DHS](#) either (but not both) by phone via ChildLine (800-932-0313) (a state-wide, toll-free number that is staffed 24/7) or via the state's electronic reporting system at www.compass.state.pa.us/cwis/public/home. Unless the report was made electronically, the mandated reporter must also complete a written report of suspected child abuse in the form attached as Attachment A within 48 hours as set forth in the accompanying regulation.
2. Once this report is made and depending on the nature of the allegations, ChildLine and the Department of Children and Youth assume either all or primary responsibility for further investigation. When the offense constitutes an offense under the Safe Schools Act, aggravated assault, stalking, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, institutional sexual assault, aggravated indecent assault, and indecent assault, District staff should not investigate the incident further, question the child, or notify parents or guardians, except if physical abuse is suspected (see below) or unless specifically authorized by law enforcement. In all other cases, the District shall conduct its own investigation of any offenses occurring under the jurisdiction of the District unless directed not to investigate by the applicable law enforcement agency.
3. After reporting to ChildLine, a reporter must immediately notify the Building Principal or the designated agent that he or she has done so. The reporter must give the Principal a copy of the on-line confirmation if he or she reported electronically. If the reporter first reported by phone, the Principal must ensure that the reporter submits a written report.
4. The Principal must inform the Superintendent that a report has been made and, if it was made electronically, must give the Superintendent [or designee](#) a copy of the confirmation.
5. The Superintendent or his or her designee is required to contact local law enforcement in all cases where a report has been made to ChildLine.
6. In addition, a school entity must immediately notify as soon as practicable (and document all attempts to contact) the parent or guardian of a victim or suspect directly involved in any incidents of alleged child abuse unless the parent/guardian is the alleged perpetrator or notifying the parent/guardian would endanger the student and/or the

investigation of the incident. The school must inform the parent/guardian that the local police department has been notified of the incident.

7. If physical abuse is suspected, the school nurse shall examine the student and report his or her results to the building administrator. When there is visible trauma and it is necessary to preserve potential evidence of suspected child abuse from a reportedly non-accidental physical injury, a school nurse or other school official may, after the initial report is made, take photographs of the child who is the subject of the report as authorized by the building administrator and in the presence of another adult. Any such photographs shall be set to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible.

8. If the initial report to ChildLine is made by phone, a written report must be submitted within 48 hours of the oral report. This may be done electronically as stated above, or on a hard-copy DHS Form CY-47 ("Report of Suspected Child Abuse"). This report is submitted to DHS or the county agency to which the case is assigned.

9. The Principal shall facilitate the institution's cooperation with any investigation.

*Homeless Students*I. Definitions

1. *Homeless children and youths* are individuals who lack a fixed, regular, and adequate nighttime residence. The categories of children who are "homeless" and entitled to the protections of the federal law.

These categories include:

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; ~~or are awaiting foster care placement;~~

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; ~~and~~

(iv) "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and

~~(v) Children and youths "awaiting foster care placement," which means children who are placed in shelters, emergency foster care, transitional foster care or respite care. These placement settings are intended to be short term, and do not typically last longer than 30 days. However, individual circumstances may, at times, require a longer length of stay. If the placement exceeds 30 days, contact should be made with the child welfare worker and the local McKinney-Vento Coordinator to determine if there is any valid reason to conclude that the child is still "awaiting foster care placement."~~

~~Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child's case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students. Local school officials should consult with their Pennsylvania Homeless Children's Initiative Regional, Site, and State Coordinators, whenever necessary to determine, on a case-by-case basis, whether a child is "awaiting foster care placement."~~

(vi) "Unaccompanied homeless youth" (i.e. youth experiencing homelessness while not in the physical custody of a parent or guardian). This category of students could include including any child who is "not in the physical custody of a parent or guardian." ~~This includes youth who have run away from home, been thrown out of their home, or been abandoned by parents or guardians, or separated from their parents for any other reason.~~

2. *School of origin* means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
3. *"Supervised or licensed shelters"* are those facilities which provide temporary shelter for a specified, limited period of time.
4. *Enroll* and *enrollment* are defined as attending classes and participating fully in school activities.
5. ~~"Unaccompanied homeless student" is any child who is not in the physical custody of a parent/guardian and includes a student who has run away, been thrown out of the home, or been abandoned or separated from a parent/guardian.~~

II. Procedures

1. The District will immediately enroll the child or youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation.
2. The District will immediately enroll an unaccompanied homeless student without documents and without the help of an adult.
3. The District shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as

provided to other children and youths and shall, according to the child's best interest:

- a) continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year; or
 - b) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
 - c) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
4. The District ~~will~~ designates the Director of ~~Individualized Student Services~~State and Federal Programs as the District's liaison for homeless children and youth." The Director of ~~Individualized Student Services~~State and Federal Programs or that Director's designee is responsible for the following:
- a) Identifying homeless children and youths with assistance by school personnel and through coordination activities with other entities and agencies;
 - b) Informing parents or guardians of educational rights and related opportunities available to their children and provide them with meaningful opportunities to participate in the education of their children;
 - c) Disseminating public notice of the educational rights of homeless students where children and youths receive services under the McKinney-Vento Act (such as schools, family shelters and food pantries);
 - d) Mediating enrollment disputes in accordance with the Enrollment Dispute section;
 - e) Informing the parent or guardian of a homeless child, youth and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services;
 - f) Ensuring that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement;
 - g) Assisting children and youths who do not have documentation of immunizations or medical records to obtain necessary immunizations or necessary medical documentation;
 - h) Understanding the guidance issued by the Pennsylvania Department of Education (PDE) for the education of homeless students and be ready to

explain the BEC related to homeless education to ~~school-d~~District staff;

- i) Getting to know the best resources in the community to assist families with referrals for things such as shelter, counseling, food and transportation;
- j) Distributing information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff;
- k) Providing standard forms and information about enrollment procedures and key school programs to each shelter in the District;
- l) Becoming familiar with the various program materials that are available from PDE;
- m) Collaborating with the ~~school-d~~District's special education program to ensure that homeless children who are in need of special education and related services are located, identified and evaluated. This is a requirement under the Individual with Disabilities Education Act, which mandates that highly mobile children with disabilities, including homeless children, be identified and served. Liaisons should also ensure that homeless youths who have or may have disabilities have a parent or a surrogate parent to make special education or early intervention decisions. In the case of unaccompanied homeless youth, if a student is disabled or may be disabled and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff in emergency shelters; transitional shelters; independent living programs; street outreach programs; and state, local educational agency or child welfare agency staff involved in the education or care of the child. This rule applies only to unaccompanied homeless youth;
- n) Identifying preschool-aged homeless children by working closely with shelters and social service agencies in the area. In addition, the liaison should inquire, at the time they are enrolling homeless children and youths in school, whether the family has preschool-aged children;
- o) Identifying unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate-;
- p) Ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youth;
- q) Ensuring that unaccompanied youths are enrolled in school, and have opportunities to meet the same challenging state academic standards as the

state establishes for other children and youths, are informed of their status as independent students under Section 480 of the Higher Education Act of 1965 and their right to receive verification of this status from the local liaison.^[AI]

5. In determining the best interest of the child or youth under McKinney-Vento Act, the District shall:
 - a) to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;
 - b) provide a written explanation, including a statement regarding the right to appeal, to the homeless child's or youth's parent or guardian, if the District sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and
 - c) in the case of an unaccompanied homeless youth, ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied homeless youth and provides notice to such youth of the right to appeal.
6. Homeless students shall be provided services comparable to those offered to other District students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted students.

III. Homeless Students Residing in Shelters, Facilities or Institutions

1. Children in temporary shelters and children who "lack a fixed, regular, adequate night time residence" – homeless children – are entitled to free school privileges from either the school district in which their person or the shelter is located or the school district of origin.
2. Where there is an agency, supervised or licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for care or training of children or adolescents located in the District, the District shall admit to its schools school-aged children who are living at or assigned to the facility or institution.

IV. Homeless Students Not Residing in a Shelter, Facility or Institution

1. In order to maintain continuity and school stability for homeless children in compliance with the McKinney-Vento Act. Rather, homeless children are entitled to attend school in any school district where a parent, guardian, an adult caring for them or where an unaccompanied child:

- A. spends the greatest percentage of his or her time; or
- B. has a substantial connection such as where he or she is:
 - a) regularly receiving day shelter or other services involving any of the 16 McKinney-Vento Activities (42 U.S.C.A. 11433(d)) for individuals who are homeless;
 - b) conducting daily living activities; or
 - c) staying overnight on a recurring basis.

V. School/Health Records

1. The District should immediately enroll and begin to provide instruction to homeless children. The District may contact the district of origin for oral confirmation that the child has been immunized. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within 30 days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed.
2. If the child or youth needs to obtain immunizations, or immunization or medical records, the District shall immediately refer the parent or guardian of the child or youth to the liaison who shall assist in obtaining necessary immunizations, or immunization or medical records.

VI. Transportation

1. If the homeless student continues to live in the area served by the District, the District must provide or arrange transportation on equal terms as it provides to other students living within the District. If the homeless student moves to an area served by another District, though continuing his or her education at the District as the school of origin, the school of origin and the District in which the student is living must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the Districts cannot agree upon such a method, the responsibility and costs must be shared equally. Distance, time of year, options available, the effects of a transfer, etc., should all be addressed.
2. The provision of transportation to the school of origin is based on a student's status as homeless. The provision to remain in the school of origin during the remainder of the academic year is offered to provide for school stability. The District shall continue to provide transportation to and from the school of origin to formerly homeless students who have become permanently housed for the remainder of the academic year during which the child or youth becomes permanently housed. ~~However, the transportation mandate is for homeless students only. Once a student becomes permanently housed and chooses to remain in their school of origin, it is at the District's discretion to continue to provide or arrange transportation, as~~

~~appropriate. The district is under no statutory obligation.~~

VII. Dispute Resolution Process

1. Level 1 – A dispute may be raised with a District
 - A. If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which they are seeking enrollment, pending resolution of the dispute.
 - B. The parent, guardian or unaccompanied youth who initiates the dispute should contact the District liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the District liaison directly, the District shall be responsible for contacting the District liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.
 - C. The District liaison shall ensure that the child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it.
 - D. The District shall issue a written disposition of the dispute within 20 business days after the District liaison is notified of the dispute. The disposition shall be provided to the parent, guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal.
 - E. NOTE: The District should use and maintain copies of PDE’s “Notice of Procedural Safeguards” form (see attached) which ensures that all Districts (a) inform families of the basis of their decision regarding enrollment or school selection; (b) notifies families of their right to remain in their school of choice pending resolution of the dispute and (c) explains the procedures for challenging the decision of the District.
2. Level 2 – A complaint may be filed with a McKinney-Vento Coordinator
 - A. If the parent, guardian or unaccompanied youth is dissatisfied with the District’s disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento site or regional coordinator or with the state coordinator.

VIII. Title I

Title I of the Elementary and Secondary Education Act (reauthorized December 2015 by the Every Student Succeeds Act) mandates that funds be reserved to serve homeless children.

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The District shall reserve such funds as are necessary to provide services comparable to those provided to children in schools funded under Title I to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live.

The Business Manager will ensure that sufficient funds are reserved as are necessary to comply with the mandates of Title I.

Maintaining Appropriate Boundaries with Students

Definition

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

Authority

All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include unlawful or improper interactions with students, precursor misconduct and other boundary-blurring behaviors that can lead to more egregious behavior. In this context, precursor misconduct includes the targeting of a student by an adult through various modes of communication with the intention of promoting or engaging in sexual activity with the student.

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

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

Delegation of Responsibility

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

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

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

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

Electronic Communications between District Adults and Students

All electronic communications conducted by District Adults who are not volunteers, with a student must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

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

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

The accompanying administrative regulation shall establish guidelines for District Adults who are volunteers.

References:

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

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

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

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

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

*Maintaining Appropriate Boundaries with Students*Definitions

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

“District Employees” shall mean all individuals employed by the District as well as those employed by or through a contractor or agency whose role or function involves providing services to the District.

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

Prohibited Conduct*Romantic or Sexual Interactions*

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

Romantic or sexual interactions involving students include, but are not limited to:

1. ~~dating~~Dating,
2. ~~seeking~~Seeking the romantic affections of, or entering into or attempting to form a romantic or sexual relationship,
3. Sexual physical contact,
4. Romantic flirtation, propositions, or sexual remarks,
5. Sexualized dialogue,
6. Restricting a student's freedom of movement in a sexually intimidating or provocative manner, and
7. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions

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

The section of this regulation includes examples of conduct that could or may violate professional boundaries. In the context of these examples, the following definitions apply:

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

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

Examples of conduct that could or may violate professional boundaries include, but are not limited to:

1. Disclosing inappropriate personal, sexual, employment concerns or other private matters to one or more students-;
2. Exchanging notes, emails, text messages, phone calls, photographs or other communications of a personal nature with a student without a legitimate educational reason;
3. Giving personal gifts, cards or letters to a student without a legitimate educational reason;
4. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional District Adult-student relationship;
5. Taking a student out of class without a legitimate educational reason;
6. Being alone with a student behind closed doors without a legitimate educational reason;
- 6-7. Being alone with a student in a vehicle without a legitimate educational reason;
- 7-8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason;
- 8-9. Inviting a student to ~~the a~~ District Adult's-Employee's home without express authorization from the employee’s supervisor and the student’s parent/guardian;
- 9-10. Going to a student's home without express authorization from the employee’s supervisor, unless invited by the parent/guardian;
- 10-11. Taking a student on outings without prior notification to and approval from both the parent/guardian and the employee's building principal;
- 11-12. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the employee's building principal or supervisor. If circumstances are such that the parent/guardian is

not available to request approval and a student has no other option to be transported, then the District ~~Adult Employee~~ may provide a student a ride after notifying and receiving approval from the building principal or supervisor and notifying the parent/guardian after the fact;

13. Furnishing alcohol, illegal drugs or tobacco to a student or being present where any student is consuming these substances;

14. Leaving school premises with a student without a legitimate educational reason and approval from the parent/guardian and the employee's building principal;

~~12.~~15. Eating a meal with and/or purchasing food or drink for a student, unless directly related to a pre-approved curricular activity or in connection with a legitimate educational activity approved in advance by the employee's building principal; and

~~13.~~16. Engaging in harassing or discriminatory conduct prohibited by other District policies or by state or federal law and regulations.

Electronic Communications

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

As with other forms of communication, when communicating electronically, District Adults shall maintain professional boundaries with students. District Adults Employees are prohibited from allowing a student to use their cell phone or other personal electronic device, except in an emergency situation. In an emergency situation where a student uses a District Adult's Employee's cell phone or other electronic device, the District Adult Employee shall immediately, or as soon as is practicable thereafter, notify the building principal of such use.

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

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

District ~~employees~~ Employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with parents and students that are not specifically authorized. District ~~employees~~ Employees shall not follow or accept requests for current students to be friends or connections

on personal social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal. An example of allowable communications in this context includes where the adult is a family relative of the student.

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

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

Group Messaging for Sports and Other Activities

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

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

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

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications

concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this regulation. The District Adult is expected to and shall be prepared to articulate the reason for any deviation from the requirements of this regulation and must demonstrate that s/he has maintained an appropriate relationship with the student. In any circumstance where a District Adult Employee communicates with or receives communication from a student without having obtained the necessary permission(s) in advance, which shall be expected only in emergency or other infrequent circumstances supported by legitimate educational reasons, the District Adult Employee initiating or receiving the communication must immediately complete the reporting form attached hereto as Attachment B and submit such form to the Bbuilding Pprincipal. Failure to complete and submit this form as required by this regulation shall be considered a violation of this regulation and will result in the application of appropriate discipline.

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

There will be circumstances where personal relationships exist or develop between a District Adult and a student's family, e.g. when their children become friends. This regulation is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. District Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity. Additionally, where a personal or family friend-type relationship exists between a District Adult and a student or his/her family and the District Adult relies on the existence of such relationship to justify deviation from the professional boundaries set out in this regulation, the District Adult has the burden, and is expected and shall be prepared to demonstrate that the student's parent/guardian had:

- (1) actual knowledge of personal/family-friend relationship;
- (2) actual knowledge of the conduct (including the scope and extent of the conduct) deviating from the professional boundaries set forth in this regulation; and
- (3) consented to the conduct deviating from the professional boundaries detailed in this regulation.

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

Reporting Inappropriate or Suspicious Conduct

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

Individuals who make good faith reports of potential or actual violations of this regulation shall not be subject to retaliation, discipline or other adverse action.

~~All District employees, independent contractors and volunteers~~ Any mandated reporter who have has reasonable cause to suspect that a child is the victim of child abuse shall immediately report the suspected abuse, in accordance with the Board ~~policy~~ Policy referenced below.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct in accordance with the Board policy referenced below.

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

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

Investigation

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

It is understood that some reports made pursuant to this regulation will be based on rumors or misunderstandings; the mere fact that the reported District Adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported District Adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this regulation and other applicable laws, regulations and District policies. Obstruction includes but is not limited to violation of "no contact" orders given to the reported District Adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

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

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

The District shall make current and new District employees, volunteers and student teachers aware of the content of this regulation.

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

Any person with questions or concerns regarding this Administrative Regulation or the accompanying Board Policy, including whether particular conduct or activity is permissible under this Administrative Regulation or the accompanying Board Policy is encouraged to direct their concerns to the Director of Assessment and Accountability or the applicable building principal.

References:

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

Administrative Regulation No. 5420 “Unlawful Harassment by and of Students”

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

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

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

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

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

Tredyffrin/Easttown School District
Attachment A

**Consent and Approval Form for District Employee/Student Text Messaging
for Designated Activity**

This form provides you with written notice of the District’s request to use text messaging with your child. Parental/guardian permission, as well as permission from the building principal, must be obtained in writing in order for a District employee to communicate with your child via text messaging.

Student Name: _____

School: _____

Designated Activity (Extra-Curricular Activity/Club/Sport/Field Trip):

Expected Dates of Communication: _____

Check as many as are applicable

_____ I give my permission for my child’s cell phone number to be shared with and used by the following District employees in connection with the Designated Activity:

District Employees:

1. _____
2. _____
3. _____

_____ I give my permission for my child’s cell phone number to be shared with other students and District employees who are associated with the group-related activity.

Name of Parent or Guardian: _____
(please print)

Signature of Parent or Guardian: _____

Student’s Cell Phone Number: _____

Date: _____

Approval of Building Principal: _____

Tredyffrin/Easttown School District

Attachment AB

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

Reporting Employee: _____

School: _____

Date of Report: _____

INCIDENT:

Who initiated the electronic communication? _____ Employee _____ Student

Date of Communication: _____ Time of Communication: _____

Method of Communication:

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

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

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

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

Content/Details of Electronic Communication:

Web Content, Hosting and Maintenance

The District website provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission.

The District uses a website hosting platform that provides shared authoring responsibilities. Account permission to update District webpages, other than standard teacher webpages, requires approval from the building principal or staff member's supervisor.

Creators of webpages need to familiarize themselves with, and adhere to, the following procedures and responsibilities. Failure to do so may result in the loss of authoring privileges or other more stringent disciplinary measures.

Content Standards

Subject Matter

All subject matter on webpages should relate to: the Districts 'curriculum, instruction, school-authorized activities or general information that is appropriate and of interest to others... Home pages for, or links to, other individuals or organizations not directly affiliated with the District are only permitted if, in the judgment of the teacher, it relates to curriculum, instruction or school authorized activities. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Teacher webpages will include the teacher's name, grade, email address, room number and phone number. Staff members may also choose to post classroom information on teacher webpages.

Quality

Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District Policies. Regarding questions of quality or propriety of webpage material, appearance, or content, the judgment of the Director of Instructional Technology or Superintendent's designee shall prevail.

Ownership and Retention

The District reserves the right to delete any files that exist on the server at any time without notice.

Technical Standards

Consistency

The District's website hosting platform includes a framework that provides consistent elements on all District webpages.

1. Any graphics, sounds, or video used on webpages must conform to the format currently used or approved by the District and adhere to copyright regulations.
2. A staff member who creates a web page, shall edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this Policy prior to posting it on the District website.
3. Final decisions regarding access to active webpages for editing, content, or organization shall rest with the Director of Instructional Technology or Superintendent's designee shall prevail.

Student Safeguards

1. Written parental permission on the District media consent form (Attachment A) is required to post any student work, student photographs and student first and last names on webpages. Where a parent/guardian has declined to sign the District media consent form, written parental permission for a specific purpose may be requested and must be obtained for the specific purpose.
2. Documents may not include a student's, e-mail address, phone number, mailing address, names of other family members, or names of friends.
3. Webpage documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in school activities.
4. Decisions on publishing student work are based on the supervising teacher's judgment. Written permission must be obtained from the student's parent/guardian before student work will be published on webpage documents.
5. Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects and/or are open to the public are not intended to be part of this Regulation or the District's media consent form. These public events may be subject to media coverage outside of the control of the District, including publication on the media outlet's website or social networking sites.
6. Material on individual professional employee webpages may reflect an individual's thoughts, interests, and activities but may not actively solicit votes for a candidate for public office or public party. Such webpages do not, in any way, represent individual schools or the Tredyffrin/Easttown School District, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the Communications Specialist.

District Policies

All documents on the Tredyffrin/Easttown website must conform to District Policies and Regulations as well as established school guidelines. Copies of District Policies and Regulations are available in all school offices and on the District website. Persons developing or maintaining web documents are responsible for complying with these and other Policies. Some of the relevant issues and related District Policies include the following:

1. Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server.
2. Documents created for the web and linked to District webpages shall meet the criteria for use as an instructional resource.
3. All communications via the District webpages will comply with the District's Internet and Computer Network Safety and Use Policy and Regulation. In addition to any other prohibition, material that is offensive to groups or individuals due to religious, racial, violent, or sexual content is expressly prohibited.
4. Non-curricular materials shall be limited to information about parent groups, other youth activities, agencies, or organizations that are known to be all of the following: (1) non-sectarian, (2) exclusively devoted to community interests or child welfare, (3) non-profit, and (4) non-discriminatory. Webpage links may not include entities whose primary purpose is commercial or political advertising.
5. Any deliberate tampering with or misuse of the District website, network services or equipment shall be considered vandalism and handled in accordance with District Policy and applicable law.
6. Given the rapid change in technology, the standards outlined in this Regulation are subject to change at any time. Such changes will be made by the Director of Instructional Technology or Superintendent's designee, and shall be instituted immediately, unless specific provision is made to the contrary in the revised Regulation.

Adopted: October 9, 1996
 Revised: January 1998
 Revised: April 7, 1999
 Revised: April 27, 2000
 Revised: February 12, 2001
 Reviewed: April 17, 2013
 Revised: November 12, 2015
 Revised: February 18, 2016



Tredyffrin/Easttown School District
Media Consent Form
2015-2016 School Year

The District's web presence represents our schools to a potentially greater audience than any other media. As stated in School Board Policy 6193, Web Content, Hosting and Maintenance, personally identifiable student information is kept to a minimum on District web pages. Policy 6193 is available at www.tesd.net. Please note: events such as awards assemblies, plays, concerts, athletic events or similar events which have newsworthy aspects are open to the public and are not intended to be covered by this consent form. These public events may be subject to media coverage by District personnel, third parties and/or school parents, including publication on the District web site, in District materials, on a third party's web site or on social networking sites. In addition, this consent form does not cover photos taken by parents, guardians or other guests attending classroom activities and events

I give the Tredyffrin/Easttown School District permission to publish photographs, video and/or audio of my child for educational or publicity purposes. I understand that these photos and other media may include my child's first and last name and may be used by the School District and Parent Teacher Organizations (PTO) in paper publications, electronic publications and web pages, including the District's Facebook page.

YES

NO

I give the Tredyffrin/Easttown School District permission to display my child's work on School District web pages, including the District's Facebook page. Student work may include his/her text, art work, voice, video, or other form of media.

YES

NO

I understand that this permission form will remain on file for the current school year and will be available to District staff members and PTO members who may be involved in publicizing school activities. Any future changes to this permission must be communicated to the school principal in writing.

Student's Name (Please Print)

Date

Classroom/Homeroom Teacher

Grade

Parent/Guardian Signature

Date

Email Address

Please return this form to your child's classroom or homeroom teacher by September 18, 2015.

June 2015