

**Policy Committee Agenda**  
**Thursday, March 17, 2016 7:00 p.m.**  
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the February 18, 2016 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2<sup>nd</sup> Reading**
  - Policy 7080: Naming of Buildings and Improvements on District Property
  - Policy 7100: Gifts and Bequests to the District
- 4. Information**
  - None
- 5. Follow Up from Previous Policy Committee Meeting**
  - Policy and Regulation 7040: Use of District Facilities
- 6. Policies and Regulations for Review and Discussion**
  - Policy and Regulation 5402: Student Wellness and Nutrition
  - Policy and Regulation 5403: Allergies
  - Policy and Regulation 4223: Military Leave
  - Policy 4520: Tutoring for a Fee
  - Policy 6133: Writing Across the Curriculum
  - Policy and Regulation 6153: Classroom Field Trips
- 7. Future Meetings**

Future Policy Committee Meetings are scheduled for 7:00 p.m. on April 21, 2016, May 19, 2016 and June 9, 2016. Please visit the District website at [www.tesd.net](http://www.tesd.net) for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

**2016 Policy Committee Goals:**

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 To continue with a cyclical review of Board policies in determining if policies should be revised, updated or repealed.

**Draft Pending Committee Approval  
Policy Committee Meeting  
Thursday, February 18, 2016  
TE Administrative Offices, Room 200  
7:00 p.m.**

**Attending all or part of the meeting:**

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

**Other Board Members:** Michele Burger

**T/E School District Representatives:** Rich Gusick, Ken Roos, Mike Szymendera, Andrea Chipego and Mark Cataldi

**Community Members:** None

**Approval of the Minutes:** The minutes of the January 21, 2016 meeting were approved.

**Public Comment:** None

**Review of Policies for 2<sup>nd</sup> Reading:**

After review and discussion, it was recommended that each of the following Policies be sent to the Board of School Directors for a second reading at their meeting on February 22, 2016.

**Policy 4340: Electronic Communication Devices: Use by Employees**

Revisions include moving wording from the Regulation into the Policy. District employees are discouraged from holding and using a cell phone or other electronic communication device while operating a motor vehicle on school business while it is in motion. District employees are prohibited from holding and using a cell phone or other electronic communication device while using power machinery on District property.

**Information**

None.

**Follow Up from Previous Policy Committee Meeting**

**Policy 7100 Gifts and Bequests to the District**

Revisions to this Policy include the District not accepting memorials paying tribute to deceased community members. However, the Board will acknowledge gifts and monetary contributions to the general fund with a statement identifying the donor or person in whose name the donation was made at a public Board meeting. The Policy will be sent to the Board of School Directors for a first reading at their meeting on February 22, 2016.

**Regulation 6193 Web Content, Hosting and Maintenance**

Further revisions to this Regulation consist of emphasizing non-District webpages and links are permitted only if the content relates to curriculum, instruction or school authorized activities. In addition, the updated District's media consent form which requires parental permission to post student work, student photographs and student first and last names on web pages will be included as an attachment to the Regulation.

### **Regulation 5436 Reporting Suspected Child Abuse.**

Revisions to the exhibit of this Regulation provide clarity to the existing procedures. Once a mandated report is filed with ChildLine and reported to police, District staff should not investigate any further unless it is deemed necessary by the specific circumstances. While the law requires police notification for only certain types of abuse, the District practice of filing a police report for every ChildLine report was written into the procedures. When there is visible trauma to a student and it is necessary to preserve potential evidence of suspected child abuse, a school nurse or other school official may take photographs of the area/s reported by the student. Photographs in these circumstances will be done in the presence of another adult and provided to the county agency.

### **Policies and Regulations for Review and Discussion**

#### **Policy and Regulation 7080: Naming of Buildings and Improvements on District Property**

The revisions to this Policy include renaming it from its original title of Naming of Facilities. Buildings and improvements on District property shall be given names which are indicative of the area in which they are located and not named after individuals or groups. The Policy will be sent to the Board of School Directors for a first reading at their meeting on February 22, 2016.

#### **Regulation 5406: Administration of Medication to Students**

The secure storage of the opioid antagonist, Naloxone (Narcan) was added to this Regulation. The drug will be maintained at each school in the nurse's office and only administered by school nurses, who will complete District-approved training.

### **Other**

The 2016 goals for the Committee were established as follows:

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

### **Adjournment:**

This meeting was adjourned at 9:00 p.m.

### **Future Meetings**

Future Policy Committee Meetings are scheduled for 7:00 p.m. on March 17, 2016, April 21, 2016, May 19, 2016 and June 9, 2016. Please visit the District website at [www.tesd.net](http://www.tesd.net) for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

*Naming of Buildings and Improvements on District PropertyFacilities*

Buildings and Improvements on District Property~~Schools and sites~~ shall be given names which are indicative of the area in which they are located and not named after individuals or groups.

~~While the Board discourages the naming of any permanent structures or physical facilities for individuals, it encourages recognition of significant contributions in the form of memorial plantings, equipment, books, or furnishings with an appropriately placed plaque or plate.~~

*Gifts and Bequests to the District*

The Board of School Directors graciously accepts and appreciates gifts and bequests to the District. However, the Board reserves the right to specify the conditions governing the donation and acceptance of gifts.

Gifts may not be made directly to the District, a District school, District students or Student Organizations without the approval of the applicable building principal or other designee of the Superintendent. The Superintendent, principal or other designee may place restrictions on or refuse acceptance of a gift not made in furtherance of the goals of the District and conditions of this Policy or if a gift would create an inappropriate or illegal inequity between or among District schools, students or Student Organizations.

Gifts should be reported to the Board of School Directors for appropriate recognition. Gifts shall be accepted in the name of the Tredyffrin/Easttown School District and shall become the property of the District to be utilized in the best interest of the students, schools and community District. Any installation costs necessarily incurred by the District to install a gift or to make alterations to its facilities required as part of the gift shall be under the authority of the District with the donor bearing the installation costs at the discretion of the School Board.

With the consent of the donor, the purpose of a monetary gift designated for a specific future use or project may be changed by the Board if the original designation no longer benefits ~~the school~~ the District nor is in the best interests of the District. If the donor does not approve of the change in designation, any remaining portion of the ~~the amount of the principal will~~ gift will be returned and the donor shall be solely responsible for ensuring that any tax obligations with respect to this amount are satisfied. Any conditions regarding designations of gifts must be set forth in a writing agreed to by the Board.

The District does not accept gifts conditioned upon naming any permanent structures or physical facilities for individuals. Furthermore, ~~the District will not accept memorials paying tribute to deceased community members, including memorials in the form of monetary funds designated to a particular school activity or department, purchase of books, media supplies or equipment, memorial scholarships, or engraved plates.~~ However, the Board typically will acknowledge significant monetary contributions to the general fund with a statement of recognition identifying the donor or person in whose name the donation was made at the public Board meeting at which the gift is accepted.

Except, as expressly stated above, any gift or bequest given to the District will carry with it no expectation by the contributor of favor in return.

Adopted: December 7, 1987

Revised: January 24, 1994

Revised: May 24, 2004

Revised: October 26, 2009

First Reading: February 22, 2016

### *Use of District Facilities*

The Board of School Directors recognizes the needs of parent and community groups to utilize District facilities for educational, cultural, recreational, civic, or social purposes when they are not scheduled for District programs or maintenance. District facilities are intended for use primarily by residents and community groups which are located within the Tredyffrin/Easttown School District (“TESD” or “the District”) boundaries.

District facilities that may be made available under this Policy include, but are not limited to, buildings, fields, parking lots and, in certain instances, equipment.

Facilities shall be made available according to the following priority:

- TSED school-sponsored activities or student organizations
- TSED school-related parent organizations
- Community non-profit organizations
- TSED residents, current/former TSED employees and Conestoga High School graduates
- TSED employee-run programs
- Youth Education groups
- Adult Education groups
- Local for profit groups
- Other groups

### Classifications

Users of the District facilities must be groups that do not discriminate in violation of county, state, and federal statutes and regulations or other Board policies.

All users of District facilities will fall into one of the following classifications:

#### Class A (School-Sponsored Activities and Student Organizations )

These organizations are all student organizations, including clubs and athletic teams, and school-sponsored activities. If admission for any event is charged, the proceeds should exclusively benefit the sponsoring Class A organization or the District, otherwise fees will be charged according to Class G specifications.

#### Class B (District and School-Related Parent Organizations)

These organizations are District and school-related parent organizations that seek to use District facilities to provide services for students and parents and for the students’ activities. If a fee is collected for any event, the majority of the gross receipts must be given to and retained by the sponsoring Class B organization or the District, otherwise the fee schedule of the most appropriate organization classification (as determined by the Business Manager) will be charged.

Class C (Community Non-Profit Groups)

These organizations are those groups whose primary function is to enhance the community by providing service to Tredyffrin/Easttown youth and adults. The participants in activities sponsored by these organizations should predominantly reside in the TESD and/or actively support the students' educational program. These groups may only use facilities at the Class C fee when no admission fee or tuition is charged. When admission or tuition is charged for any event, a Class C group will be considered a Class G group when determining fees.

Elected officials' use of District facilities for community information purposes, not electioneering, is permitted under this class of user. Political campaigning on District property, other than at designated polling areas on Election Day, is prohibited.

Class D (TESD residents, current/former TESD employees, and Conestoga High School graduates)

This classification pertains to TESD residents, current/former TESD employees and Conestoga High School graduates who request the use of District facilities for personal use. This classification also covers Conestoga High School graduates who request District facilities.

Class DD (TESD Employee-Run Programs)

This classification pertains to TESD employee-run programs and camps that primarily benefit TESD students or residents, regardless of whether or not an admission fee or tuition is charged.

Class E (Youth Education Programs)

These are organizations that provide youth (generally under 19 years of age) education programs that are available to and provide benefit for TESD residents.

Class EE (Adult Education Programs)

These are organizations that provide adult (generally at least 19 years of age) education programs that are available to and provide benefit for TESD residents.

Class G (For-Profit and Other Organizations)

These organizations or groups include private enterprise groups, business and for-profit organizations.

Class G users also include Class A, C and D users when any fee is collected beyond that authorized by the classification's description.

Procedure for Requesting Facilities

All users requesting use of District facilities are required to submit an application in the form designated in the accompanying Administrative Regulation to the District Business Manager or designee.

Upon receipt of an application to use a facility, the Business Manager shall determine the user's classification. If the classification is contested by the user, the request shall be referred to the Superintendent or designee.

#### Associated Fees and Charges

The District reserves the right to determine the rental fee schedules for each class of users requesting District facilities. In addition to these charges, the District reserves the right to charge for support services including, but not limited to, custodial, cafeteria, stage crew and lighting assistance. The District will make every effort to advise the user of the support services charges prior to the facility use. Added fees may be assessed for excessive and unexpected clean up or support services. All fee schedules will be maintained in the District Business Office and updated as necessary. At the discretion of the administrator in charge of the desired facility, a security deposit may be required. If two unrelated organizations use a facility at the same time, each will pay all the required charges and fees in full. In case of damage to District facilities, the user shall compensate the District in full.

#### Contracted Use of District Facilities

The Board may, at its discretion, enter into leases, licensing agreements, or other contractual relationships with any organization with respect to District facilities as determined to be in the best interests of the District. All such agreements must be in writing and approved by the Board of School Directors pursuant to Board resolution at a public meeting.

#### Policy Violators

The District reserves the right to change user classification or deny access to District facilities to any user that violates this Policy or accompanying Administrative Regulations.

#### Implementation

The Superintendent shall develop and promulgate administrative regulations implementing the intent of this Policy.

Adopted: April 24, 1978  
Revised: January 24, 1983  
Revised: April 28, 1990  
Revised June 10, 1991  
Revised: June 8, 1992  
Revised: January 22, 2001  
Revised: February 23, 2004  
Revised: February 28, 2005  
Revised: October 23, 2006  
Revised: June 14, 2010  
Revised: October 25, 2010  
Revised: March 26, 2012  
Revised: November 27, 2012

**Classifications**

The following organizations are deemed to have Class B status:

1. Foundation for Learning in Tredyffrin/Easttown (FLITE).
2. Better Understanding of Individuals with Learning Differences (B.U.I.L.D.)
3. Area Residents Caring and Helping (ARCH)

**Application Processing Procedures and User Requirements**

1. All groups (Users) requesting use of district facilities are required to submit a written request using the Application and Agreement Form (AAF). These forms should be submitted to the Business Manager or his designee.
2. Application and Agreement Forms are available in the District Administrative Offices and on the District website.
3. An authorized organization representative must sign each AAF for each facility request. This representative will be responsible for proper use of the facility and serve as the contact person for District.
4. No group will be permitted use of school facilities if it interferes with school programs. The Business Manager, building Principal, Athletic Director, or their designee, may cancel any AAFs for school use should conflicts with school programs develop.
5. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when this use is not in the interest of the District or community.
6. Under no circumstances may any individual who is being privately paid to tutor a student conduct that tutoring during the school day on District property without the express written permission of the Superintendent.
7. Users recognize the fact that TESD's making its facilities available to the community in accordance with Board Policy and administrative regulations does not create any right in User to the continued use of the facilities except at the discretion of TESD.
8. All requests should be made at least ten (10) business days prior to the scheduled facility use, but no sooner than six (6) months. No contract will be longer than twelve (12) months in duration. Exceptions can be made at the discretion of the appropriate administrator.
9. Applicants that request the use of facilities for seasonal (in season) sports will receive priority over those requesting use for out of season sports. PIAA guidelines will be used to determine priority use.
10. User requests for gym space for the upcoming school year for classification A, B and C users are due by August 1<sup>st</sup> in order to be given priority in scheduling. All users in any classification are welcome to submit their requests, but A, B and C users will be scheduled first.
11. Users will be prioritized within each classification based on the groups they serve, the number of T/E participants and the frequency of their facility use.
12. All users will receive final approval for their requests when the approved AAF is signed by both the Building Principal/Administrator and the Business Manager, and a copy of the signed AAF is returned to the requester.
13. All applicants will receive either a signed AAF or a phone call notifying them of their approval or disapproval.
14. Classification A, B and C users who submit their AAF by August 1<sup>st</sup>, will be notified of their approval within ten to twelve (10-12) business days after August 1<sup>st</sup>.
15. User requests received after August 1<sup>st</sup>, and throughout the school year, will be notified of their approval within ten to twelve (10-12) business/school days after receipt.
16. After approved AAF is processed, the Business Manager or his designee will distribute copies to the appropriate support personnel.
17. Users may not assign the approved agreement or sublet the premises.

18. Users understand that the AAF is limited to use of the designated facility, building or field. The User and anyone accessing the facility through the User group may not access other parts of the facility, building or field not expressly set forth on the AAF. In particular, where school buildings are under construction, it is imperative that User groups remain in the permitted area. The User is responsible for supervising all individuals in User group. TESD reserves the right to terminate AAFs or refuse to issue future AAFs to Users who fail to abide by this provision.
19. Each User group falls under a classification as determined in School District Policy 7040. Once the AAF is approved, the user will not be reprioritized or denied use unless the District determines there is a District or Class A user need for the space.
20. If classification is contested the request shall be referred to the Superintendent or designee.
21. Charges for all facility requests will be estimated in advance of the activity itself. A bill will be sent following the activity. Added fees may be assessed for additional rental time and/or excessive or unexpected custodial time or support services.
22. Community non-profit groups (Classification C) of less than twenty (20) persons that request the use of a classroom to conduct meetings and are denied due to the unavailability of classrooms or to rules set by the school principal will be scheduled in an alternate room but charged at the classroom rate.
23. If two (2) unrelated organizations use a facility at the same time, each will pay all required rental fees in full.
24. Requests for the Use of Facilities by Tredyffrin or Easttown Townships will be approved by the Superintendent or designee. The Superintendent or designee will determine, on a case by case basis, if the approved use will incur charges.
25. Programs run by Classification A Users that charge admission, or a sign up fee, where the proceeds exclusively benefits the A group will incur no rental charge. The District reserves the right to request an accounting of the proceeds and the costs of running the program.
26. Programs run by Classification B Users where a fee is collected, the majority of the gross receipts must be given to and retained by the sponsoring Class B organization or the District, otherwise the fees schedule of the most appropriate organization classification (as determined by the Business Manager) will be charged. The District reserves the right to request an accounting of the proceeds and costs of running the event.
27. Classifications C charging admission or using the facilities for fund raising purposes will be charged according to Class G specifications (Appendix B) unless the proceeds exclusively benefit TESD School children or the School District.
28. The District reserves the right to charge a security deposit for any group.
29. All charges are payable within thirty (30) days after the billing date. The District reserves the right to assess late fees of up to one percent (1%) per month when bills are not paid on time.
30. Construction/renovations at any of TESD's buildings may require that utilities be cut off for a period of time. TESD reserves the right to terminate the use of the building for that time period with twenty-four (24) hours notice to the User.
31. The District's participation in the Demand Response program may require utilities to be cut back or off for a required period of time. TESD reserves the right to cancel or delay the use of the building in connection with the Demand Response Program.
32. In the event that a User needs to cancel, User shall inform TESD in writing to the Business Manager two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds of rental fees for cancellations requested less than two weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a School District decision for weather or other circumstances.
33. Users are responsible for damage to District facilities. If facility Users find the part of the premises approved for use to be damaged or defective, the User should report this condition as soon as possible, preferably before using the facility.
34. Any group using District facilities is required to restore or pay for the restoration to original condition, at the discretion of the District, any property destroyed or suffering from more than

normal wear and tear. The TESD School District shall be the sole judge of destruction of property or excessive wear and tear.

35. The District reserves the right to curtail the use of or close any facility for safety concerns related to construction, field maintenance or renovations, or any other reason that the District deems necessary. Facility use is automatically cancelled when the schools are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure) as well as weather-related school closings. It is the User's responsibility to verify if the facilities or field is open or closed and available for use during any above mentioned curtailments or school closings.
36. The District reserves the right to close any facility to outside use when schools have a delayed opening or dismiss early due to weather-related events. If the District permits the outside use of school buildings on these delayed opening or early dismissal days, the user may elect to cancel their scheduled use to avoid rental fees by informing the Business Office in writing (email is acceptable) at least three hours prior to their contracted start time.
37. AAFs are subject to the appropriate support personnel being available and willing to work as needed. TESD reserves the right to cancel any use of building when custodial or kitchen services are not available for any reason and upon giving the User three (3) days notice prior to the time the use is to commence.

### **Associated Fees and Charges**

1. Charges for all Users will be levied according to the Charges for Specific Use Classifications located in Appendix A.
2. The rental fee schedules are located in Appendix B of this regulation and also on the District website.
3. These rental fees include charges related to School District custodial personnel that are required to support the facility use.
4. If excessive and/or unexpected custodial services are required, those charges, in addition to charges detailed in Appendix B, will be billed directly to the User according to the fee schedule in Appendix C. The User will be notified by the Business Office if such custodial services were required after the custodial pay records are reviewed.
5. Rental fees do not include support personnel for the stage or cafeteria. Those charges will be billed separately according to the fee schedule in Appendix C.
6. Rental fees and labor rates will be reviewed and updated, if needed, on an annual basis.
7. Should rental fees change for an upcoming school year, the Business Office will notify past year users of the changes by March 15 prior to the change.
8. Custodial service/requirements:
  - a. For all facility requests that require a custodian, the Business Office will ensure that the custodial supervisor for the requested facility assigns a custodian(s).
  - b. The custodian(s) will ensure that the appropriate facility is opened, set up, lighted, heated, ventilated, cleaned and closed.
  - c. The custodian(s) must not deviate from approved procedures and will report variances and enforce regulations.
  - d. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
9. Kitchen/cafeteria services/requirements:
  - a. Arrangements for kitchen use shall be made through the Food Services manager a minimum of thirty (30) days in advance.
  - b. When the kitchen or kitchen/cafeteria is used, a cafeteria employee must be employed to supervise school equipment use. Except for Class A Users, an additional charge will be made for this as per fee schedule (Appendix C).
  - c. Organizations and groups who have banquets will be charged for food supplies, and personnel costs for preparation, serving, and supervision.

- d. For all activities open to the public where food is sold, all user groups must have a Certified Food Manager (certified by the Chester County Health Department) and must provide an event license from the Chester County Health Department.
  - e. The District will allow the use of a *School District* Certified Food Manager only for Class A and B groups and only when all of the following conditions are met:
    - i. A temporary license is required and issued for the activity for a single date or a weekend.
    - ii. The scope of the activity does not involve selling or delivering food off school District premises.
    - iii. All food is purchased through the District or a source approved by the Certified Food Manager.
    - iv. No food is brought in from outside vendors unless from a Chester County licensed food establishment approved by a Certified Food Manager.
    - v. Food is prepared under the supervision of the Certified Food Manager at the facility site.
    - vi. The chairperson or a designee receives training from the Certified Food Manager prior to the activity.
    - vii. The number and level of cafeteria worker(s) necessary at a function, and the associated charges, will be determined as part of the AAF preparation based on employee availability.
10. Security services/requirements:
- a. The District reserves the right to require a security monitor and/or outside police to be present at an activity at the expense of the User.
  - b. Organizations using school facilities agree to comply with all ordinances, statutes, and regulations of all Local, State and Federal authorities and agencies; and User hereby indemnifies TESD and agrees to hold TESD harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. These organizations further agree to indemnify and save TESD harmless from all loss damage, liability, claims and demands, whether involving misconduct, negligence or otherwise, arising out of or resulting from such use of the premises.
11. Additional support personnel services/requirements:
- a. The District reserves the right to require that authorized school personnel be employed to operate or set-up District equipment. For example, a Stage Manager will be used whenever the use of the stage equipment is required (in conjunction with an auditorium rental). Another example might be the need for an electrician to set up extra electrical conduits.
  - b. The User will pay all charges for these personnel in accordance with Appendix C.
  - c. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
12. All bills for use of school buildings or other facilities shall be issued by the Business Office upon receiving a copy of the Community application designated by administrative regulation. The Business Office shall promptly bill the contracting person or organization, specifying current charges and any previous charges due. Upon receipt of monies to satisfy the bill, the Business Office shall make prompt deposit at the approved depository and credit the appropriate account. Any individual or organization not satisfying the bill within ninety (90) days may be denied the privilege of further use of school facilities until all outstanding charges are paid.

### **Insurance Requirements**

1. Class A and B users who request use of District facilities MUST get preapproval from the Business Office for the specific activities they are sponsoring in our facilities in order to ensure that appropriate and necessary insurance coverage is in place. The District will indemnify and hold harmless the Class A and B Users only to the extent the coverage is provided through the liability

- insurance policies carried by the District. The coverage will be extended only for activities on school property and for activities that the District has designated as "School District-sponsored."
2. Class B groups must submit to the appropriate building administrator a list of planned activities for the school year no later than two weeks prior to the start of the school year or the scheduled event. The administrator will forward the list of activities to the Business Manager, who will forward this list to the insurance carrier for review. The Business Manager will transmit the carrier's approval or disapproval of activities to the administrator, who will then notify the organization of the insurance carrier's responses and whether the activities will be designated as "School District-sponsored".
  3. When the AAF is submitted, users in class C, D, DD, E, EE, and G must provide a Certificate of Insurance (listing the District as additional insured) to the Business Manager or their designee. This certificate must be received at least ten (10) working days before any scheduled use of the facility. The minimum insurance limits provided shall be \$1,000,000 combined single limit of Bodily Injury/Property Damage. The User must assume full responsibility for personal injury to participants and spectators.
  4. The requirement for a Certificate of Insurance for Class C, D, DD, E and EE groups is waived when the request is for a meeting held in a regular classroom for purposes of discussion and when attendance is not expected to exceed thirty-five (35) people.
  5. Any facility user that employs non-District personnel to work for them on School District property must provide proof of Worker's Compensation Insurance. By signing the AAF, the User agrees to indemnify and hold harmless the District for any claims made against the District for Worker's Compensation Insurance by any persons performing work on behalf of User on school District Property.
  6. The District retains the right to require the User to furnish evidence of additional insurance in cases of unusual hazard.

#### **Rules When Using District Facilities**

1. Misuse of the facilities or ignoring rules related to facilities by Users may result in barring future use.
2. If it is determined the District facilities reserved by a User and not being (actively) used by the User, the District may deny future use.
3. The use of alcohol and/or tobacco products is prohibited on TESD property.
4. Any person who uses, abuses, possesses, is under the influence of, distributes or attempts to distribute regulated substances, including alcohol, or drug paraphernalia on school property, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol or any mood altering substances, including inhalants, is in violation of school Policy and State law.
5. All illegal activities are prohibited on District property and Users that permit illegal activities may be banned from future use of District facilities.
6. No dogs are allowed on school property at anytime, with the exception of guide or service dogs or with permission from the building Principal.
7. When an event is held in a school building, refreshments and/or food must be served only in the cafeterias unless authorized in advance by the Business Manager or his designee.
8. When using District fields, except for class A and B Users, there is absolutely no barbequing on school property and no outside food vendors are allowed.
9. Night and weekend temperature setbacks will not be changed during the User's use period, especially in athletic areas.
10. The User designee will serve as the contact person for the District and is responsible to supervise the activity, be responsible for the conduct of participants and spectators, and adequately protect the facility and any equipment.
11. Users may use only assigned fields, rooms, and spaces as stated in the application, and Users may only use them for the specific, intended, and approved purposes during the approved hours.

- 12.
13. Users are not permitted to use school equipment including, but not limited to, rock walls and gymnastics apparatus, unless otherwise approved by the appropriate administrator.
14. The School District will determine when fields must be closed for weather or other reasons. Users will not be permitted on closed fields, violators will lose their privileges and there will be no refunds.
  
15. When fields are open but the ground is wet, soggy, or muddy or precipitation is falling or has recently fallen, it is the Users' responsibility to consider potential damage that may occur to the fields if they are used. Users must also consider the potential safety hazard to their players if fields are used under these conditions.
16. The User shall not prepare the athletic fields (lines, etc.) except with the approval of, or at the direction of, the Athletic Director or his designee.
17. No facility, field or parking lot, shall be subjected to overcrowding or use by Users in excess of permitted capacity.
18. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be permanently fastened to walls, ceilings, and/or floors. No object may be fastened to the floors in any manner that will damage floor finish. All objects, furnishings, and equipment must be installed and removed by the User under school staff supervision. Removal (along with debris) will be completed immediately when the activity ends.
19. All Users will be responsible for picking up their trash and putting it in trash receptacles. The District will be responsible for providing and emptying trash receptacles under normal circumstances. If no trash receptacles are available or the available receptacles are full, the User must take away their trash.
20. Users will not block any exits from District facilities.
21. The District will not supply storage space for the User except with the permission of the athletic director or appropriate administrator.
22. District owned equipment must not be taken from school premises.
23. District equipment may not be used unless specifically requested on the application and approved.
24. Chairs and/or other obstructions will not be placed in aisles, entrances, or exit areas.
25. Footwear and appropriate dress will be worn inside buildings. Sneakers or gym shoes should be worn when using gymnasiums for athletic purposes.
26. Vehicles must be parked in designated areas only. No parking is allowed in the designated Fire Lanes. Improperly parked vehicles may be towed from the premises.
27. No parking is permitted on Route 252 (aka: Valley Forge Road adjacent to VFMS).
28. The use of vehicles designed primarily for recreational or sporting purposes are prohibited on District property. These vehicles includes, but are not limited to, motor scooter, powered cycles, snowmobiles, skateboards, and other vehicles or equipment of a similar nature. Exception to this Policy may be made at the discretion of the Business Manager and only if such use is under the control and direction of adults who make a prior agreement, in writing accepting full responsibility for such control.

Revised: January 14, 1999  
Revised: October 31, 2000  
Revised: January 22, 2001  
Revised: August, 2005  
Revised: July, 2006  
Revised: June, 2007  
Revised: May, 2009  
Revised: December 2009  
Revised: July 2010  
Revised: October 2010  
Revised: June 23, 2011  
Revised: November 10, 2011  
Revised: March 9, 2012  
Revised: March 12, 2012  
Revised: June 8, 2012  
Revised: October 15, 2015

Appendix A

Charges for Specific Use Classifications

Class A - criteria for charges

- (1) no rental fees
- (2) no custodial charges
- (3) no charges for any support personnel (i.e.: stage manager)
- (4) no charge for any cafeteria personnel

Class B - criteria for charges

- (1) no rental fees
- (2) no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (3) no charges for any support personnel needed during regular school hours; support personnel needed outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (4) no charges for any cafeteria personnel needed during regular cafeteria hours; cafeteria personnel needed outside these hours will be estimated prior to the event and billed by Food Services to User according to the fee schedule and Appendix C

Class C, D, DD, E, EE and G – criteria for charges

- (1) rental fees (Appendix B)
- (2) no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to User according to fee schedule in Appendix C
- (3) support personnel charges will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (4) cafeteria personnel charges will be estimated prior to the event and billed by Food Services to User according to the fee schedule and Appendix C

Appendix B  
Weekday Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Elementary Schools</u>							
Classroom	(No Charge)	\$8/hr	\$12/hr	\$15/hr	\$35/hr	\$45/hr	\$63/hr
Cafeteria w/o Kitchen	(No Charge)	\$9/hr	\$15/hr	\$18/hr	\$40/hr	\$50/hr	\$66/hr
Cafeteria w/Kitchen	(No Charge)	\$16/hr	\$30/hr	\$36/hr	\$80/hr	\$100/hr	\$108/hr
Gymnasium	(No Charge)	\$9/hr	\$25/hr	\$30/hr	\$40/hr	\$50/hr	\$66/hr
Athletic Field	(No Charge)	\$3/hr	\$14/hr	\$18/hr	\$30/hr	\$30/hr	\$45/hr
Parking Lot	(No Charge)	\$6/hr	\$12/hr	\$18/hr	\$35/hr	\$45/hr	\$63/hr
Main Hallway	(No Charge)	\$6/hr					
<u>Tennis Courts*</u>							
<u>Middle Schools</u>							
Classroom	(No Charge)	\$8/hr	\$18/hr	\$21/hr	\$45/hr	\$55/hr	\$75/hr
Computer Lab	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$55/hr	\$65/hr	\$81/hr
Large Group Room	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$65/hr	\$75/hr	\$87/hr
Auditorium	(No Charge)	\$30/hr	\$42/hr	\$45/hr	\$95/hr	\$110/hr	\$145/hr
Library	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$55/hr	\$65/hr	\$81/hr
Cafeteria w/o Kitchen	(No Charge)	\$9/hr	\$21/hr	\$24/hr	\$50/hr	\$60/hr	\$78/hr
Cafeteria w/Kitchen	(No Charge)	\$23/hr	\$42/hr	\$45/hr	\$95/hr	\$110/hr	\$114/hr
Gymnasium	(No Charge)	\$9/hr	\$45/hr	\$45/hr	\$55/hr	\$65/hr	\$78/hr
Locker Room	(No Charge)	\$9/hr	\$15/hr	\$18/hr	\$40/hr	\$50/hr	\$60/hr
Adaptive Gym	(No Charge)	\$8/hr	\$18/hr	\$21/hr	\$45/hr	\$55/hr	\$75/hr
Athletic Field	(No Charge)	\$3/hr	\$14/hr	\$18/hr	\$30/hr	\$30/hr	\$45/hr
Outside Bathroom (VFMS)	(No Charge)	\$30/hr	\$39/hr	\$45/hr	\$80/hr	\$85/hr	\$63/hr
Parking Lot	(No Charge)	\$6/hr	\$30/hr	\$36/hr	\$65/hr	\$70/hr	\$54/hr

\* \$30/hour for one court, \$60/hour for two courts

\*\*Class EE Fees per semester block – see Appendix C

Appendix B  
Weekday Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Conestoga High School</u>							
Classroom	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$75/hr	\$105/hr	\$108/hr
Computer Lab	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Lg. Group Room (140&142)	(No Charge)	\$30/hr	\$36/hr	\$39/hr	\$100/hr	\$115/hr	\$120/hr
Auditorium	(No Charge)	\$36/hr	\$48/hr	\$50/hr	\$130/hr	\$132/hr	\$135/hr
Library	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Cafeteria w/o Kitchen	(No Charge)	\$21/hr	\$27/hr	\$30/hr	\$85/hr	\$108/hr	\$111/hr
Cafeteria w/Kitchen	(No Charge)	\$34/hr	\$48/hr	\$50/hr	\$130/hr	\$132/hr	\$135/hr
Gymnasium(s)	(No Charge)	\$21/hr	\$50/hr	\$50/hr	\$85/hr	\$108/hr	\$111/hr
Locker Room	(No Charge)	\$15/hr	\$21/hr	\$27/hr	\$75/hr	\$102/hr	\$105/hr
Adaptive Gym	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$75/hr	\$105/hr	\$108/hr
Athletic Field	(No Charge)	\$4/hr	\$14/hr	\$18/hr	\$30/hr	\$40/hr	\$108/hr
Track	(No Charge)	\$12/hr	\$18/hr	\$21/hr	\$70/hr	\$85/hr	\$102/hr
Parking Lot	(No Charge)	\$6/hr	\$30/hr	\$36/hr	\$45/hr	\$50/hr	\$70/hr
Lobby	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$80/hr	\$105/hr	\$108/hr
Courtyard	(No Charge)	\$21/hr	\$27/hr	\$30/hr	\$85/hr	\$108/hr	\$111/hr
<u>TEAO</u>							
Room 200	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Rooms 201 or 202	(No Charge)	\$21/hr	\$24/hr	\$27/hr	\$80/hr	\$105/hr	\$108/hr

\*\*Class EE Fees per semester block – see Appendix C

Appendix B  
Weekend Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Elementary Schools</u>							
Classroom	(No Charge)	\$10/hr	\$20/hr	\$25/hr	\$40/hr	\$50/hr	\$105/hr
Cafeteria w/o Kitchen	(No Charge)	\$15/hr	\$25/hr	\$30/hr	\$45/hr	\$55/hr	\$110/hr
Cafeteria w/Kitchen	(No Charge)	\$30/hr	\$50/hr	\$60/hr	\$90/hr	\$120/hr	\$180/hr
Gymnasium	(No Charge)	\$15/hr	\$35/hr	\$40/hr	\$45/hr	\$55/hr	\$110/hr
Athletic Field	(No Charge)	\$3/hr	\$23/hr	\$30/hr	\$35/hr	\$35/hr	\$75/hr
Parking Lot	(No Charge)	\$10/hr	\$20/hr	\$25/hr	\$40/hr	\$50/hr	\$105/hr
Main Hallway	(No Charge)	\$10/hr					
<u>Tennis Courts*</u>							
<u>Middle Schools</u>							
Classroom	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$50/hr	\$60/hr	\$125/hr
Computer Lab	(No Charge)	\$30/hr	\$40/hr	\$45/hr	\$60/hr	\$70/hr	\$135/hr
Large Group Room	(No Charge)	\$40/hr	\$50/hr	\$55/hr	\$70/hr	\$80/hr	\$100/hr
Auditorium	(No Charge)	\$50/hr	\$70/hr	\$80/hr	\$100/hr	\$115/hr	\$190/hr
Library	(No Charge)	\$30/hr	\$40/hr	\$45/hr	\$60/hr	\$70/hr	\$135/hr
Cafeteria w/o Kitchen	(No Charge)	\$25/hr	\$35/hr	\$40/hr	\$55/hr	\$60/hr	\$130/hr
Cafeteria w/Kitchen	(No Charge)	\$50/hr	\$70/hr	\$80/hr	\$100/hr	\$115/hr	\$190/hr
Gymnasium	(No Charge)	\$25/hr	\$55/hr	\$60/hr	\$65/hr	\$75/hr	\$130/hr
Locker Room	(No Charge)	\$15/hr	\$25/hr	\$30/hr	\$45/hr	\$55/hr	\$100/hr
Adaptive Gym	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$50/hr	\$60/hr	\$125/hr
Athletic Field	(No Charge)	\$4/hr	\$23/hr	\$30/hr	\$30/hr	\$30/hr	\$75/hr
Outside Bathroom (VFMS)	(No Charge)	\$50/hr	\$65/hr	\$75/hr	\$80/hr	\$100/hr	\$105/hr
Parking Lot	(No Charge)	\$10/hr	\$50/hr	\$60/hr	\$65/hr	\$75/hr	\$90/hr

\* \$30/hour for one court, \$60/hour for two courts

\*\*Class EE Fees per semester block – see Appendix C

Appendix B  
Weekend Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Conestoga High School</u>							
Classroom	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$90/hr	\$120/hr	\$180/hr
Computer Lab	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Lg. Group Room (140&142)	(No Charge)	\$50/hr	\$80/hr	\$85/hr	\$115/hr	\$135/hr	\$200/hr
Auditorium	(No Charge)	\$60/hr	\$90/hr	\$95/hr	\$150/hr	\$170/hr	\$225/hr
Library	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Cafeteria w/o Kitchen	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
Cafeteria w/Kitchen	(No Charge)	\$60/hr	\$90/hr	\$95/hr	\$150/hr	\$170/hr	\$225/hr
Gymnasium(s)	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
Locker Room	(No Charge)	\$25/hr	\$65/hr	\$70/hr	\$90/hr	\$110/hr	\$175/hr
Adaptive Gym	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$90/hr	\$115/hr	\$180/hr
Athletic Field	(No Charge)	\$4/hr	\$23/hr	\$30/hr	\$30/hr	\$30/hr	\$180/hr
Track	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$85/hr	\$105/hr	\$170/hr
Parking Lot	(No Charge)	\$10/hr	\$50/hr	\$60/hr	\$70/hr	\$70/hr	\$90/hr
Lobby	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$95/hr	\$115/hr	\$180/hr
Courtyard	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
<u>TEAO</u>							
Room 200	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Rooms 201 or 202	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$95/hr	\$120/hr	\$180/hr

\*\*Class EE Fees per semester block – see Appendix C

## Appendix C

LABOR RATES  
(Includes Benefits)

	<u>Basic</u>	<u>Sunday</u>	<u>Holiday</u>
Custodian or Security Guard	\$ 34.00	\$ 46.00	\$ 69.00
Maintenance	\$ 49.00	\$ 66.00	\$ 98.00
Cafeteria			
Manager	\$36.00	\$48.00	\$71.00
Cook	\$30.00	\$40.00	\$59.00
Gen Kitchen Worker	\$26.00	\$35.00	\$52.00
Stage Crew			
Manager	\$44.00	\$44.00	\$44.00
Trained Student	\$17.00	\$17.00	\$17.00

Rates for all personnel are hourly per employee. When use of the facility requires custodial services an additional MINIMUM of 1 hour will be added to the Users AAF. (For Class B Users: no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C. For Remaining Users (excluding Class A Users): no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to User according to fee schedule in Appendix C)

The basic labor rate for evening and Saturday usage is comprised of one and one half times the regular pay rate plus benefits. The Sunday labor rate is two times the regular rate plus benefits. The holiday labor rates are three times the regular rate plus benefits.

Semester Block Fees for Class EE Users

The semester equivalent is the use of one classroom for four hours for an eight week period. Any use of classroom exceeding a semester equivalent will incurred the weekly rental rates in Appendix B.

September 2011-May 2012 Rates

Classroom \$690 per semester

Appendix D

Athletic Fields Availability

<u>Days</u>	<u>Hours</u>
Weeknights (Monday – Friday)	5:30 PM - 9:00 PM*
Saturday	8:00 AM -12:00 PM 1:00 PM - 5:00 PM
Sunday	9:00 AM -1:00 PM 1:00 PM - 5:00 PM

Seasonal Dates

Fall	August 23 <sup>rd</sup> through November 15 <sup>th</sup>
Spring	March 13 <sup>th</sup> through June 5 <sup>th</sup>
Summer	June 27 <sup>th</sup> through July 31 <sup>st</sup>

\* Earlier start times may be approved at the discretion of the Business Manager.

*Student Wellness and Nutrition*

The Superintendent or designee shall be responsible to establish regulations to monitor District schools, programs, and curriculum to ensure compliance with this Board Policy and applicable law, and to incorporate recommendations from the District Wellness Committee established by this Policy.

The Board shall ensure the continued existence of a District Wellness Committee comprised of at least one (1) representative of the following groups: school board, District administration, District food service, District student body, District parents/guardians, District faculty, District nursing services, the healthcare community of Tredyffrin and Easttown Townships and the residents of Tredyffrin or Easttown Township who are not members of any of the preceding groups. The purpose of the Wellness Committee is to review Board policies and District regulations, procedures and practices regarding wellness and nutrition and to recommend revisions to the Board and administration regarding these policies, regulations, procedures and practices. Members of the Wellness Committee shall serve at the pleasure of the Board.

### *Wellness Policy Implementation*

Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the District's compliance with law and Policies related to student wellness. The report may include:

- Assessment of school environment regarding student wellness issues.
- Evaluation of food services program.
- Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- Listing of activities and programs conducted to promote nutrition and physical activity.
- Recommendations for Policy and/or program revisions.
- Suggestions for improvement in specific areas.
- Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.

An assurance shall be provided annually by the Food and Nutrition Services Supervisor that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

### *Wellness Committee*

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for reviewing and suggesting amendments to this Regulation to the District for the enactment of a Student Wellness Policy that complies with law to recommend to the Board for adoption.

- The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board Policies and Administrative Regulations, and raise awareness about student health issues. The Wellness Committee may make Policy recommendations to the Board related to other health issues necessary to promote student wellness.

- The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.
- The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

### Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by providing all students with the knowledge and skills needed to lead healthy lives. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

The staff responsible for providing nutrition education shall be properly certified and shall participate in appropriate professional development.

Nutrition Education shall extend beyond the school environment by engaging and involving families and communities.

Nutrition education will be integrated into other subjects where appropriate to complement, but not replace, standards-based nutrition education.

Consistent nutrition messages will be provided throughout the school, classroom and cafeteria.

### Physical Activity

District schools shall contribute to the effort to provide students opportunities to participate in of age-appropriate physical activity on all or most days. That time could include activities within school, such as recess, clubs, intramural or interscholastic sports, as well as physical activity outside the school environment, such as outdoor play at home, sports, etc.

District schools may partner with parents/guardians and community members to institute programs that support physical activity.

School physical activity facilities shall be made available outside school hours according to District Policy.

### Physical Education

Physical education classes shall be the primary means through which students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary

for lifelong, health-enhancing physical activity.

A varied and comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards.

### Fundraisers Involving Food

A “fundraiser” is considered an event that includes an activity which currency/token/tickets, etc. are exchanged for the sale/purchase of a product in support of the school or school-related activities. Examples include: candy bar sales, vending machines where profits are used to support a school-sponsored club or activity, such as the school band or sports team.

An “exempt fundraiser” is a fundraiser in which foods are sold during school at a location other than the school cafeteria and where the foods being sold do not meet the requirements for foods sold in school according to the Smart Snack Standards established by the United States Department of Agriculture. Exempt fundraisers may not be sold in the food service area during the meal period.

All fundraisers must be approved in advance in writing by the building Principal.

A maximum of five exempt fundraisers will be permitted in each elementary and middle school building per year, and a maximum of ten fundraisers will be permitted in each high school building per year. Each exempt fundraiser may not exceed one school week.

All requests for exempt fundraisers must be submitted to the building Principal. . If less than the allotted number of exempt fundraisers are approved from applications, then any requests will be considered on a first-come first-served basis.

### Other School Based Activities

District students shall have access to school meals provided in a clean, safe environment.

Nutrition content of school meals shall be available to students and parents/ guardians.

Goals of the Student Wellness Policy shall be considered in planning all school-based activities.

In order to safeguard the rights of students with food allergies

1. Teachers and parents will be encouraged to recognize birthdays in a manner that is meaningful to the child and respectful of students with allergies and instructional time.

2. The District shall provide guidance to parents/guardians as to food that may be sent to school by them in connection with large-scale celebrations such as Halloween, Holiday and Valentine's Day, and end-of-the-year festivities to ensure compliance with the District's allergy policy.
3. Homemade food is not permitted to be brought to school to be shared with other students.

Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The District shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

Nothing in this regulation shall be construed to require the alteration of the Family and Consumer Sciences curriculum.

#### Nutrition Guidelines

All foods offered for sale by the District during the school day shall be identified with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

All competitive foods available to students in District schools shall comply with the established nutrition guidelines, as listed in the student wellness plan and Administrative Regulations, which will follow the format of the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a three- (3) year plan.

Competitive foods are defined as foods sold or offered for sale at school during the school day other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, school store food, and fundraisers that do not qualify as exempt under this regulation. School campus means all areas of the property under the jurisdiction of the school that are accessible to students during the school day. School day means the period from the midnight before to 30 minutes after the end of the official school day. Competitive foods do not include food brought from home or food that is not sold or offered for sale.

#### References:

Child Nutrition and IC Reauthorization Act of 2004 – P.L. 108-265 Sec. 204

Adopted: October 12, 2006

Revised: November 14, 2014

Revised: February 12, 2015

*Allergies*

The District recognizes the life-threatening nature of some students' allergies. To address this need, the Superintendent shall issue administrative regulations which:

- 1) Provide for proper training of staff;
- 2) Provide education on the prevention of allergic episodes;
- 3) Establish procedures for emergencies;
- 4) Establish procedures to minimize potential for allergic reactions;
- 5) Promote communication with affected students and their families;
- 6) Promote public awareness; and
- 7) Conform to applicable law.

## *Allergies*

### Purpose

The purpose of this Administrative Regulation is to set forth procedures to ensure that those children enrolled in the District schools with severe, life threatening, allergies are identified and can safely attend school.

### Definitions

“Allergic” for the purpose of this Administrative Regulation means that a child has a life-threatening allergy.

### Identifying Children with Allergies

Each spring in preparation for the next school year the school nurse will prepare a questionnaire to include in school registration materials that requests relevant information about the child with respect to allergies. This questionnaire shall include but not be limited to suspected or known allergens and how the allergies are to be handled throughout the school day and a request for a picture of the child if there are known allergies.

At the same time, the nurse [or other designated person] will send accompanying information about allergies including this Regulation, common triggers for allergies in children and information that directs parents and guardians to see their child’s physician and the school nurse if a person suspects their child may have or knows their child does an allergy. The school nurse is responsible for developing the questionnaire and accompanying information.

### Confidentiality of Information

All information provided to the District regarding a child’s allergies or suspected allergies will be treated as confidential and disclosure of such information will be governed by Policy 5225 “Student Records.”

### 504 Plan Implementation

If a child is identified as allergic, the District, with the assistance of the school nurse will offer the child a 504 plan that follows the recommendations of the treating physician to ensure the child is able to attend school.

The plan should be developed before the first day of school and should include the following:

- 1) The nature and severity of the child’s allergy.
- 2) Provisions for handling medical emergencies caused by the allergy including but not limited to the storage location of the epinephrine auto-injector.

Where the circumstances necessitate, the plan must also include:

- 1) Elimination of the allergen in the student's classroom.
- 2) Provisions for an allergen-free lunch table.
- 3) Provisions for field trip accommodations.
- 4) Requirements for education of students and staff to ensure the safety of the allergic child.
- 5) Provisions for response to an incident during transportation to or from school or during transportation.
- 6) Provisions for response to an incident during, before or after school activities sponsored by the District, including during District-provided transportation to and from those activities
- 7) Provisions for response to an incident during a school emergency, such as lock down or evacuation.
- 8) Provisions for alternative options for the child to ensure inclusion in the classroom activities (for example, provisions for alternative snacks that the child can eat such as peanut-free cookies for parties and where they will be stored).

#### Communication about Events Involving the Student

- 1) At least one week in advance of the event, the teacher or staff member, as appropriate, will notify the parents and guardians of any allergic child of any upcoming related events that may trigger the child's allergies and how they will be made safe and inclusive for their child.
- 2) If a classroom has been designated as allergen-free, then at the beginning of each term a letter will be sent home to parents and guardians of students in that classroom notifying them that the classroom has been so designated and providing them with the list of allergens in question.
- 3) Visitors to classrooms in which there are allergic children will be directed to refrain from bringing in any items that might contain the allergen.

#### Emergency Procedures

- 1) All staff and teachers who are responsible for a child who might need to be administered epinephrine by an auto injector will be trained by the school nurse or by a Licensed Nurse Practitioner (LPN) at the direction of the school nurse in the correct administration of an epinephrine auto injector including specific procedures for responding to a reaction for each child.
- 2) In the case of an allergic reaction, the person responsible for the child will follow the medical emergency procedures that are in the child's 504 plan and will notify the school nurse.

#### Field Trips

- 1) On all field trips that include an allergic child, that child's parents or guardians should be invited to accompany their child on school trips. This may be in addition to or in

- lieu of other chaperones and is intended to allow the parent or guardian to assist their child if an emergency arises. If this cannot happen, a designated classroom teacher or aide who has read and is able to fully implement the child's 504 plan must be included on the field trip. The child shall not be excluded from a field trip due to the inability of a parent or guardian to accompany their child.
- 2) The student may only be excluded from the field trip if circumstances indicate that the trip is detrimental to the student's health even with the 504 plan accommodations in place (e.g. trip to a peanut processing plant).

### Allergen-Free Space

If allergen-free space is deemed necessary according to a child's 504 plan:

- 1) The space will be clearly designated.
- 2) The space will not contain, or in the case of food-related allergens be used for the consumption, preparation, or serving of food containing allergens, at any time during the school year, including special events.
- 3) Allergen-free tables will be cleaned after each meal using disposable wipes and/or dedicated cleaning materials.
- 4) Extra care will be given to avoid cross-contaminating allergen-free space during cleaning.
- 5) Lunch shall not be eaten in the space.
- 6) Everyone who enters the space must use wipes to clean their hands when entering the space after recess or lunch.
- 7) Homemade foods may not be allowed in the space; only labeled foods may be brought for special occasions.

### Non-District Sponsored After School Activities

The parents or guardians of a child with allergies are responsible for providing information and emergency medical supplies to the supervisory adult in charge of after-school activities that are not sponsored by the District.

The District encourages all community groups that are conducting activities on school premises to be familiar with prevention and emergency procedures for allergic children.

All persons in charge of non-school activities conducted on school premises must adhere to procedures for maintaining allergen free space to ensure that any such space used during the non-school activity is not compromised and remains safe for use by children with allergies when school is in session. Outside organizations will be made aware that compliance with such procedures is a condition of use of the premises.

### District Wide Preventive Measures

The school nurse or LPN at the direction of the school nurse in cooperation with the Director of Individualized Student Services or designee shall consider developing district wide preventive measures such as protocols for proper sanitation, hand-washing

procedures, safe practices among students, options for allergen free zones, use of facilities by outside organizations.

Teachers and parents or guardians will be encouraged to recognize birthdays in a manner that is meaningful to the child and respectful of students with allergies and instructional time.

#### Anaphylactic emergency of an undiagnosed child

If a child who is not previously diagnosed with an allergy experiences a potentially life-threatening anaphylactic emergency, the school nurse shall assess the situation and administer the epinephrine injection. Immediately after giving any child (diagnosed with allergies or not) epinephrine, the school nurse or LPN shall call 911 and contact the child's parent or guardian.

#### Education and Training

All school personnel and leaders of District sponsored before and after school programs shall receive education by the school nurse or LPN at the direction of the school nurse about life threatening allergic conditions, risk reduction, determining safety of foods to which allergic children are exposed, and response to emergencies. All students shall receive education about life threatening allergic conditions, prevention (such as limiting food swapping and purpose for allergen free zones), and anti-harassment, bullying and teasing of students with allergies. Information about allergies will be provided by the school nurse.

When a child has been identified as allergic and offered a 504 plan the following steps will be taken:

- 1) All school personnel who work with a child who has a 504 plan are personally and legally responsible for implementing all aspects of the plan. This includes, but is not limited to, all classroom teachers, substitute teachers, aides, bus drivers, lunch room monitors and personnel who work with children in District sponsored before and after school programs. For example, an allergic child's 504 plan must be given to all substitute teachers who will teach the child, including a picture of the child.
- 2) Teachers, leaders of District sponsored before and after school programs and staff, including custodial staff, cafeteria staff, and bus drivers who may be in contact with the child will receive information at a training session from the school nurse regarding the nature and extent of the child's allergy.
  - a. Training will be tailored to address the specific needs of the children who are allergic and include a review of the signs and symptoms the specific children who are allergic may present and the emergency procedures required to treat them including, if necessary:
    - 1) The use of the epinephrine auto injector;
    - 2) The location and availability of the child's medicine pack;

- 3) The importance of prevention and risk reduction;
  - 4) Notifying parents or guardians of an allergic child well in advance of any school event, activity, or project that involves or may involve the use of the allergen. In the case of a food allergy, the need to notify parents or guardians when an activity involves any food;
  - 5) How to read food labels; and
  - 6) Working to insure that school activities are safe, fun, and inclusive for all children including allergic children.
- b. Training may also include:
- 1) Discouraging the use of the allergen for classroom and school wide functions, including fundraisers
  - 2) Consciousness raising information of the possible allergens used at school activities including classroom projects, and including before and after school events
  - 3) Positive role modeling
  - 4) Promoting positive self-esteem for allergic children
  - 5) Promoting peer support for allergic children

The District is not responsible for training outside organizations that use District facilities except to provide rules for the use of allergen free space. Outside organizations shall be required to make participants in their activities aware that the District accepts no responsibility for any harm caused by allergic incidents that occur on school property to people engaged in activities conducted by outside organizations, including incidents that may happen in space designated as allergen free.

Adopted: July 2006

Revised: July 2007

Revised: September 19, 2013

Revised: November 14, 2014

Revised: February 12, 2015

*Military Leave*

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

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

Tredyffrin/Easttown School District

*Military Leaves of Absence*

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

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

*Tutoring for a Fee*

Except in cases of assigned homebound instruction, teachers shall refrain from tutoring their current students for a fee. No tutoring or private lessons for which a teacher receives a fee will be carried on in the school building.

*Writing Across the Curriculum*

All teachers are responsible for providing opportunities for formal and informal writing appropriate to learning the subject matter in their disciplines, including essay answers to test questions, research papers, reports, reviews of articles and books, laboratory observations, and summaries, analyses and syntheses of information. Teachers should encourage precision in the use of grammar, punctuation, capitalization and other elements of manuscript form as part of the total effectiveness of writing.

*Classroom Field Trips*

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

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

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

### *Classroom Field Trips*

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

#### *Definition*

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

#### *Application*

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

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

#### *Notification*

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

#### *Changes to Trip Schedule*

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

*Number of Students*

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

*Approval of Student Attendance*

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

*Loading and Unloading Students*

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

*Supervision of Students*

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

*Authority of Driver*

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

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

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

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

*Certificate of Insurance, Compliance with Section 1362*

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

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

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

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

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

Model School Field Trip Proposal Form

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

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Field Trip \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher Submitting Proposal: \_\_\_\_\_

Grade Level of Students: \_\_\_\_\_

Number of Students Participating \_\_\_\_\_

\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\

Place(s) to be Visited: \_\_\_\_\_

\_\_\_\_\_

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

\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\

Time and Place of Departure: \_\_\_\_\_

Time and Place of Return: \_\_\_\_\_

Transportation: (please check)

\_\_\_\_\_ School Bus Bus Company Name \_\_\_\_\_

\_\_\_\_\_ Charter Bus Bus Company Phone (\_\_\_\_) \_\_\_\_\_

\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\

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

\_\_\_\_\_

\_\_\_\_\_

Will any students not participate? If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

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

Sources of funds for field trip: Transportation \_\_\_\_\_

Student Needs \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Provisions for meals: Breakfast: \_\_\_\_\_

Lunch: \_\_\_\_\_

Dinner: \_\_\_\_\_



SCHOOL \_\_\_\_\_

**Model Permission Form for One Day Field Trips**

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

**Insert description of trip, including:**

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

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

**Include the following for Conestoga High School students:**

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

Signed: \_\_\_\_\_  
(parent or guardian)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (day): \_\_\_\_\_

Phone (home): \_\_\_\_\_

Signed: \_\_\_\_\_  
(student/over age of 18 only)

**FIELD TRIP MEDICAL INFORMATION  
CONESTOGA HIGH SCHOOL**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian Work Phone Number(s) \_\_\_\_\_

Parent/Guardian Cell Phone Number (s) if applicable \_\_\_\_\_

List current medication (s) being taken: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

History of past illness that may affect emergency treatment: \_\_\_\_\_

Health/Hospital Insurance: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

**Parent or Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_