

Policy Committee Agenda
Thursday, November 12, 2015
6:30 p.m.
Room 200, T/E Administration Offices

1. Approval of Minutes of the October 15, 2015 meeting

2. Public Comment

3. Review of Policies for 2nd Reading

- Policy 4450: Performance Improvement Plans for Professional Employees
- Policy and Regulation 7095: Service Animals in Schools
- Policy and Regulation 6190: Internet and Computer Networks

4. Information

- None

5. Follow Up from Previous Policy Committee Meeting

- Policy and Regulation 4340: Electronic Communication Devices: Use by Employees
- Regulation 1300: Volunteers
- Regulation 8100: Transportation

6. Policies and Regulations for Review and Discussion

- Policy and Regulation 6193: Web Content, Hosting and Maintenance
- Regulation 2200: Administrative Organizational Chart
- Regulation 2121: Director of Curriculum, Instruction, Staff Development and Planning - Duties
- Regulation 2124: Director of Individualized Student Services - Duties
- Regulation 2125: Director of Assessment and Accountability, Supervisor of School Counselors - Duties
- Regulation 2126: Director of Instruction Technology - Duties
- Regulation 2123: Director of Human Resources
- Regulation 2127: Supervisor of Special Education Job Description
- Regulation 5222: State Assessments
- Policy and Regulation 4031: Resignations from Employment

7. Future Meetings

Additional committee meetings will be scheduled after School Board reorganization in December 2015. Please visit the District website at www.tesd.net for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

2015 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.

**Draft Pending Committee Approval
Policy Committee Meeting
October 15, 2015
TE Administrative Offices, Room 200
6:30 p.m.**

Attending all or part of the meeting:

Board Committee Members: Kevin Buraks, Chair; Virginia Lastner

Other Board Members: Kris Graham, Pete Motel, Karen Cruikshank

T/E School District Representatives: Rich Gusick, Ken Roos, Andrea Chipego, Mike Szymendera, Jeanne Pocalyko, Art McDonnell, Marianne Cleary, and Mark Cataldi

Community Members: Jamie Lynch, Laura May, Brenda Geiger, Jose Ibarra, Kathleen Craig, Bob Brown, Craig Sims, Nathan Geiger, Henry Geiger, Kevin Connell, Danny Law, Matthew Ibarra, Jose Ibarra, Michele Burger, Bill Dyer, Alan Yockey, Barri Alexander, John Alexander, Fred Fischer, Doug Preston, Peg Layden, and Kate Murphy.

Approval of the Minutes: The minutes of the September 10, 2015 meeting were approved.

Public Comment:

Brenda Geiger commented on scouting and presentations to students during the school day.

Jose Ibarra commented on scouting and Policy 1124: Distribution of Promotional Information.

Bob Brown commented on scouting and Policy 1124: Distribution of Promotional Information.

Bill Dyer commented on scouting and Policy 1124: Distribution of Promotional Information.

Michele Burger commented on the PTOs and Policy 1124: Distribution of Promotional Information.

Jamie Lynch commented on Districts Educating and Learning Through the Arts (DELTA) and Policy and Regulation 7040: Use of District Facilities.

Barri Alexander commented on Policy and Regulation 8100: Transportation and the bus stops for middle school music shuttle buses.

John Alexander commented on Policy and Regulation 8100: Transportation and the middle school music shuttle buses.

Committee Discussion Prior to Agenda Items:

Policy 1124: Distribution of Promotional Information

This Policy categorizes groups and organizations to indicate the types and methods in which they may communicate information through the District. As a community non-profit group, the Boy Scouts of America and Girl Scouts may communicate approved information through posting on physical or electronic bulletin boards. Their request to meet with students during the school day is not permissible per the Policy. The Committee acknowledged the many activities and learning experiences that the scouting groups can provide. Representatives from the Boy Scouts of America and Girl Scouts were asked explore ways in which troops are communicating in other districts and share that information back to the Committee.

Policy and Regulation 7040: Use of District Facilities

This Policy and Regulation categorizes groups and organizations to indicate the procedures, requirements, fees and charges for use of District facilities. Districts Educating and Learning Through the Arts (DELTA) requested that they be allowed to reserve a facility one year in advance since they contract groups from all over the country and world. DELTA coordinates with other local school districts to bring cultural arts programming to our community. It was noted that the Regulation requires requests for facilities use to be made at least 10 days in advance of the scheduled use, but no sooner than 6 months as the schools themselves need to schedule their own events. The Regulation does provide exceptions at the discretion of the appropriate administrator. The schools will work with DELTA in scheduling their events in advance, to the extent possible, with the understanding that if a conflict arises, then other options would have to be explored.

Review of Policies for 2nd 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 October 26, 2015.

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

Policy and Regulation 5414: Electronic Communication Devices: Use by Students

Policy and Regulation 6138: Nonparticipation in Specific Instruction and State Assessments.

After review and discussion the following Policy and Regulation was pulled to be revised and presented at the next Policy Committee meeting.

Policy and Regulation 4340: Electronic Communication Devices: Use by Employees

Information:

Policy and Regulation 4450: Performance Improvement Plans for Professional Employees

This Policy and Regulation reflects the September 21, 2015 Memorandum of Understanding between the Tredyffrin/Easttown Education Association and the District. The Policy will be sent to the Board of School Directors for a first reading at their meeting on October 26, 2015.

Regulation 7040: Use of District Facilities

This Regulation was revised in regards to closing a facility to outside use when schools have a delayed opening or dismiss early due to weather-related events. If permitted to use a facility on these delayed opening or early dismissal days, the outside user may cancel their scheduled use to avoid rental fees by informing the Business Office at least three hours in advance.

Follow Up from Previous Policy Committee Meeting:

Policy and Regulation 7095: Service Animals in Schools

This new Policy and Regulation were introduced to establish procedures for individuals with disabilities that require the use of a service animal. Revisions to this Policy included moving the definition of service animal to the Regulation. The Regulation will also include the definition of disability as it applies to the American with Disabilities Act (ADA). The Policy will be sent to the Board of School Directors for a first reading at their meeting on October 26, 2015.

Regulation 1300: Volunteers

This Regulation was tabled until the next Policy Committee meeting.

Policies and Regulations for Review and Discussion:

Regulation 8100: Transportation

Revisions to this Regulation include student transportation to District residencies of parents with equally shared custody. The Long-Term Alternate Bus Assignment form will be included as an attachment to the Regulation.

In response to a community member's comments at the September 21, 2015 School Board meeting, the subject of the courtesy middle school music shuttle buses and connecting elementary bus run was referred to the Policy Committee. Discussion included the history of the music shuttle buses and information about the middle school music programs and bus access. The courtesy middle school shuttle buses were established in 1993 when the 5th grade transitioned from the elementary schools to the middle schools. The design of the middle school program included 5th and 6th grade music groups rehearsing after school. Since these music rehearsals concluded before the elementary bus runs began, shuttle buses provided these students an opportunity to be transported to the elementary schools and then board an elementary school bus towards their home. The established practice of the elementary bus run was to stop only at locations already determined for that particular run. No other bus stops were added to accommodate the middle school shuttle bus riders. Discussion followed on whether to continue the practice of not adding extra stops to the elementary bus runs for middle school shuttle students or to permit exceptions for special circumstances. It was recognized that there should be explicit and clear communication from the District about its practice so that parents are informed. The committee affirmed the practice of not adding extra bus stops to the elementary bus runs for middle school shuttle students. For this school year the District will plan to update communications to parents and to address questions and concerns individually.

Policy and Regulation 6190: Internet and Computer Networks

The current Policy authorized the District to provide email services to Conestoga High School students and the revision includes expanding that authorization to District middle school students in the event that the District decides to pursue that option. The revisions to the Regulation consist of maintaining system security of the District network and network storage, as well as District-leased storage capacity. Network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure users are abiding by the acceptable network use guidelines. In addition, users should not expect that files or other electronic information stored or available from District servers will always be private or secure.

Regulation 4480: Classroom Teacher Job Description

One of the essential functions and responsibilities listed in this Regulation is for teachers to participate in the preparation of letters of recommendations for students. The current Regulation permits a teacher, who agrees to write more than 15 letters of recommendations for students, to request a half day of release time from the building principal. The revision to the Regulation denotes that, as an alternative, the principal may provide release time from other assigned activities equivalent or greater than a half day in lieu of release time for a half day.

Adjournment:

This meeting was adjourned at 10:03 p.m.

Future Meetings:

The next Policy Committee meeting is scheduled for November 12, 2015. Additional committee meetings will be scheduled after School Board reorganization in December 2015. Please visit the District website at www.tesd.net for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

10/28/2015

Performance Improvement Plans for Professional Employees~~*Evaluation of Professional Employees*~~

Temporary Professional Employees

All temporary professional employees shall be rated twice each year for three years in accordance with procedures established by the Superintendent of Schools using District appraisal forms approved by the Pennsylvania Department of Education. ~~In the event of an unsatisfactory rating, written notification shall be provided to the employee within five days following the final observation.~~

Professional Employees

An evaluation of the services rendered by each professional employee shall be made at least once annually in accordance with procedures set forth in the accompanying regulation. ~~In the event of an unsatisfactory rating, written notification shall be provided to the employee within five days following the rating, and the employee shall undertake a Professional Improvement Plan.~~

{00891629 }Adopted: February 10, 1975
Revised: January 28, 1980
Revised: October 26, 1981
Revised: May 23, 1994
Revised: February 28, 2000
Reviewed: May 9, 2006
First Reading: October 26, 2015

Tredyffrin/Easttown School District

*Service Animals in Schools*Purpose

“Service animal” is defined in the accompanying regulation. The Board adopts this Policy to ensure that individuals with disabilities, as defined in the accompanying regulation, are permitted to participate in and benefit from District programs, activities and services through the use of service animals as defined in the accompanying regulation, and to ensure that the District does not discriminate on the basis of disability.

Definition

~~“Service animal” means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal shall be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual in connection with a seizure activity, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.~~

Delegation of Responsibility

The Board shall permit individuals with disabilities to use service animals in District buildings, on District property, and on vehicles that are owned, leased or controlled by the District, in accordance with this policy and applicable state and federal laws and regulations. The Superintendent or designee shall develop and disseminate administrative regulations to implement this Board policy and accommodate individuals with disabilities requesting use of a service animal in District buildings and on District property and vehicles.

References:

~~Administrative Regulation No. 7100, *Service Animals in Schools*~~
 Pennsylvania Human Relations Act – 43 P.S. Sec. 953
 Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794
 Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Service Animals in Schools

Definition

“Service animal” means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal shall be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual in connection with a seizure activity, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

Determination as to Whether Animal Qualifies as Service Animal

In situations where it is not obvious that the animal is a service animal, District staff may ask only two specific questions: (1) is the animal a service animal required because of a disability? and (2) what work or task has the animal been trained to perform?

Staff are not allowed to request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the person's disability. The applicable law makes a distinction between psychiatric service animals and emotional support animals. If an animal has been trained to sense that an anxiety attack is about to happen and take a specific action to help avoid the attack or lessen its impact, that would qualify as a service animal. However, if the animal’s mere presence provides comfort, that would not be considered a service animal under the Americans with Disabilities Act (ADA).

Service-animals-in-training are not considered service animals.

Responsibility for Service Animal

The owner or handler of a service animal shall be solely responsible for:

- A. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.
- B. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.
- C. Damage to District buildings, property and vehicles caused by the animal.
- D. Injuries to students, employees, volunteers and visitors caused by the animal.
- E. Annual submission of documentation of vaccinations and immunizations.

~~The building principal shall receive and forward to the Superintendent each completed request in the form of Attachment A by an individual with a disability to be accompanied by a service animal. The Superintendent or designee shall respond to the request.~~

~~The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an owner or handler in District buildings or on District property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.~~

~~District administrators may exclude a service animal from District buildings, property and vehicles under the following circumstances:~~

- ~~A. Presence of the animal poses a direct threat to the health and safety of others.~~
- ~~B. Owner or handler is unable to control the animal.~~
- ~~C. Animal is not housebroken.~~
- ~~D. Presence of the animal would require a fundamental alteration to the program.~~

~~Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy.~~

~~Service animals in training are not considered service animals.~~

Guidelines for Students With Disabilities:

~~A student with a disability, or a parent or guardian on behalf of the student, may request to bring a service animal to school for educational purposes. The building principal shall, in consultation with the student's IEP team, if applicable, or other appropriate school personnel, determine whether the animal meets the criteria for a service animal. ~~forward the request to the appropriate Section 504 or IEP team or, if the student has not yet been identified, shall convene a Section 504 meeting. The applicable team shall gather the necessary information and evaluate the request to bring the service animal to school and determine whether the student requires the service animal during the school day or at school activities. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.~~ For students with IEPs, the IEP team shall determine whether and to what extent the student needs District-provided support in fulfilling their responsibility as handler of the service animal.~~

General Guidelines for Admission of Service Animals To Schools for Employees:

An employee with a disability may submit a prior written request to bring a service animal to school for employment purposes to the building principal or Director of Human Resources, together with supporting medical documentation. The request shall be handled in the same manner as any other request for accommodation under the Americans with Disabilities Act. Requirements may be imposed upon the employee similar in nature to those set forth below in the next section and shall be documented in writing to the employee.

General Guidelines for Admission of Service Animals To School Property by Visitors or Other Persons Wishing to Access School Property:

Visitors with disabilities may be accompanied by their service animals while on District property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public. ~~School administrators may inquire of the owner or handler of an animal whether the animal is a trained service animal and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.~~

The District shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.

~~In situations where it is not obvious that the animal is a service animal, District staff may ask only two specific questions: (1) is the animal a service animal required because of a disability? and (2) what work or task has the animal been trained to perform?~~

~~Staff are not allowed to request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the person's disability. Before a service animal shall be allowed in a District building, or on District property or vehicles, the District shall request and obtain the following documentation from the owner or handler of the animal:~~

- ~~A. — Verification of the need for a service animal.~~
- ~~B. — Description of the function(s) the service animal is expected to perform in relation to the individual's disability.~~
- ~~C. — Proof of current vaccinations and immunizations of the service animal.~~

~~disability. The applicable law makes a distinction between psychiatric service animals and emotional support animals. If an animal has been trained to sense that an anxiety attack is about to happen and take a specific action to help avoid the attack or lessen its impact, that would qualify as a service animal. However, if the animal's mere presence provides comfort, that would not be considered a service animal under the ADA.~~

~~Service animals in training are not considered service animals.~~

~~The owner or handler of a service animal shall be solely responsible for:~~

- ~~A. — Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.~~
- ~~C. — Damage to District buildings, property and vehicles caused by the animal.~~

Cross References:

Policy No. 5100, Special Education

References:

Policy No. 5100, Special Education

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Rabies Prevention and Control in Domestic Animals and Wildlife Act –
3 P.S. Sec. 455.1 et seq.

Pennsylvania Human Relations Act – 43 P.S. Sec. 953

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal
Regulations – 28 CFR Part 35

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of
Federal Regulations – 29 CFR Part 1630

Frequently Asked Questions about Service Animals and the ADA:

http://www.ada.gov/regs2010/service_animal_qa.html

**SERVICE ANIMAL REQUEST/AGREEMENT
FOR VISITORS TO DISTRICT SCHOOL PROPERTY**

Note: This Request/Agreement must be submitted at least ten (10) days prior to the date of the proposed visit. It is valid only for the visitation date(s) and locations provided in this Request. It must be renewed prior to new visitation date, the start of each subsequent school year or whenever a different Service Animal will be used.

Date: _____ Visitor Name: _____

Name of Parent(s)/Guardian(s) if Visitor is a minor: _____

Visitor Address: _____

Visitor Phone Number: _____

Date(s) of Activity/Function: _____

Location(s) of Activity/Function: _____

Purpose of Visit(s): _____

Does the animal perform task(s) or function(s) that mitigate your disability? Yes _____

No _____

If yes, please describe the work or task the service animal has been trained to perform:

Type of Service Animal: Dog Other _____

Documentation attached that the Service Animal is:

- Being used to assist with disability (Physician letter/Documentation, if applicable);
- Currently vaccinated and in good health (Veterinary health certificate);
- Properly trained. If Handler will accompany visitor, please provide name of Handler and documentation of training credentials.

AGREEMENT

I state that the information that I have provided in this Request is true and correct and that the District may rely on this information to determine whether the Americans with Disabilities Act requires the District to permit me to be accompanied by a service animal in the District's facilities.

I have read and understand the School District's Service Animals Policy. I will abide by the terms of the Policy.

~~I understand that if my Service Animal is: out of control and/or the animal's handler does not effectively control the animal's behavior; not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or, poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my Service Animal from its property.~~

~~I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my Service Animal. I agree to indemnify, defend and hold harmless School District from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my Service Animal.~~

OWNER _____

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT

Name: _____

Name: _____

Signature: _____

Title: _____

Date: _____

Signature: _____

Date: _____

Internet and Computer Network Safety and Use

The District recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace. The District will provide education about the use of the Internet and other resources and appropriate access to them. Technology provides access to computers and people worldwide including some materials not appropriate for an educational setting. Therefore, class access will be provided under supervision of an appropriate staff member.

Individual student access will be offered to all students only after students have submitted the completed Network Acceptable Use Agreement. Individual users of the District computer networks are responsible for their behavior and communications over these networks. Independent, yet monitored, student access to Internet services will occur in grades 5 - 12. The administration is authorized to provide Email-email services will be provided to Conestoga High School students and District middle school students who agree in writing to act in a considerate and responsible manner. The parents of all Internet users grades 5 - 12 will be notified of guidelines for student Internet use. K - 4th grade students may access the Internet only under supervision of a staff member or supervised volunteer. Students may not disclose or disseminate personal identification information about themselves or others when using the Internet, email communications or other forms of direct electronic communications. In compliance with the Children's Internet Protection Act, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Blocking software will be used on the Internet in an attempt to protect minor students from obscene material, child all-pornography, including but not limited to child porrenography, other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act), and other categories deemed necessary by the administration (see Regulation 6190). Other Internet users will also have these categories blocked. An administrator, supervisor, or person authorized by the Board may disable the technology protection measure if needed for *bona fide* research or other lawful purpose.

All students and staff members will sign the Network Acceptable Use Agreement and comply with District standards or lose their access privilege. The Information Services Department regularly monitors its network for unauthorized access or unlawful activity on District network computers and servers. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in the cancellation of the offender's privileges. Appropriate legal and disciplinary action may be taken.

Selection and use of information and instructional materials through electronic media shall be consistent with Policy 6136 *Controversial Issues in the Curriculum* and Policy 6160 *District Selection and Review of Instructional Materials*.

Policy 6190

Use of computer access to such information and materials by staff and students shall be limited to educational purposes. Information placed on any District computer or server is subject to review and may be deleted without notice.

{01145447 }Adopted: March 25, 1996

Revised: June 4, 2001

Revised: December 2, 2002

Revised: January 26, 2009

First Reading: October 26, 2015

Internet and Computer Networks

The network is provided for students and staff to conduct research and communicate with others. Access is a privilege and entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over these networks. Independent access to Internet services is provided to District middle and high school students who agree to act in a considerate and responsible manner and whose parents have been notified of guidelines for student internet use. District elementary school students may access the Internet only under direct supervision of a staff member.

Users shall comply with District standards and honor the agreements they have signed or lose their access privilege. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Electronic information available to students and staff does not imply endorsement of the content by the District, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the Internet. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Since the network and network storage areas are ~~school~~-District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ~~ensure~~insure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure.

Students and staff are expected to act in a responsible ethical and legal manner in accordance with District Policy 6190, accepted rules of network etiquette and Federal and State law. Specifically, the following are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for fundraising purposes, except for links approved by the principal to websites of school-related organizations/clubs.
4. Use of the network for non-school related or non-District employment related work on more than an incidental basis.
5. Use of the network for product advertisement or political lobbying.
6. Use of the network to transmit hate mail/speech, discriminatory remarks-remarks deemed to constitute discriminatory conduct under other District policies, and objectionable, offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Use of the network to access obscene or pornographic material.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Use of the network to disrupt the work of other users.
12. Impersonation of another user.
13. Sharing District password with, or allowing password to be used by, anyone else.
14. Loading or use of unauthorized games, programs, files, or other electronic media.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

References

Policy No. 4001 Equality of Opportunity in Employment

Policy No. 4330 Unlawful Harassment by and of TESD Employees

Policy No. 5420 Unlawful Harassment by and of Students

Policy No. 6141 Nondiscrimination of Students in School and Classroom Practices

{01145534 }Adopted: February 26, 1996

Revised: November 18, 1996

Revised: January 12, 1998

Revised: April 27, 2000

Revised: January 26, 2009

Revised: August 1, 2011

Draft: October 15, 2015

~~Restrictions on Use of Electronic Communication Devices: Use by Employees
(Tredyffrin/Easttown School District Employees)~~

Definition:

“Electronic Communication Devices” is defined in the accompanying regulation.

Authority / Guidelines:

District employees may possess electronic communication devices, ~~as defined in the accompanying regulation, including, but not limited to, cellular telephones, cameras and personal digital assistants with video/camera capabilities~~ within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The administration shall have the right to regulate the use of all electronic communication devices in addition to the following restrictions:

1. When appropriate, electronic communication devices must be turned off or set in silent mode.
2. Electronic communication devices must not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.
3. Electronic communication devices must not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
4. Except when and where specifically authorized by their supervisor, use of electronic communication devices with video/camera capabilities is strictly prohibited from restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.
- ~~5. Except when and where specifically authorized by their supervisor, employees are prohibited from both holding and using a cell phone or similar electronic communication device while driving a vehicle on District business or using power machinery.~~

Notwithstanding the rules set forth in the regulation for this policy, electronic communication devices may be used at any time to respond to or report an emergency situation.

{01131307 }Adopted: September 27, 2004

Revised: March 28, 2005

Revised: August 28, 2006

Revised: November 13, 2008

Revised: _____

Tredyffrin/Easttown School District

Employees found in violation of this policy may be asked to relinquish their electronic communication devices. Employees are also subject to discipline in accordance with District procedures.

Additional ~~R~~estrictions for Bus Drivers

The Director of Transportation shall establish and publish procedures for use of electronic communication devices by transportation employees and contractors.

Contracts with transportation employees and/or providers must require adherence to the District's policies and procedures for use of electronic communication devices.

School bus drivers and any other employees or contractors transporting District students may not use handheld electronic communication devices at any time while operating a school bus or other vehicle while the bus or other vehicle is in motion.

{01131307 }Adopted: September 27, 2004

Revised: March 28, 2005

Revised: August 28, 2006

Revised: November 13, 2008

Revised: _____

Tredyffrin/Easttown School District

~~Restrictions on Use of Electronic Communication Devices: Use by Employees (Tredyffrin/Easttown School District Employees)~~

Definition:

“Electronic Communication Devices” shall mean communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. Such devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Android, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players or recorders; PDAs; traditional cameras, video cameras, and digital still cameras; tablet and laptop computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and district policies.

Electronic Communication Devices could also be devices that are not capable of transmitting telephone communications (such as iPads, Android tablets, radios), may or may not have Internet access (such as Kindles, Nooks, or other eReaders), are capable of recording still and video images, are capable of recording audio, and/or are radar communication devices.

Use of ~~Handheld Cell Phones and~~ Electronic Communication Devices While Driving

District employees are prohibited ~~can obtain authorization for~~ ~~from~~ holding and using a cell phone or ~~similar other~~ electronic communication device while ~~driving~~ ~~operating~~ a ~~motor vehicle~~ on school business ~~while it is in motion~~ or using power machinery on ~~District property~~. ~~by submitting a written request setting forth the reason for the requested authorization to the employee’s direct supervisor. The direct supervisor will review the request and determine whether the use is necessary and appropriate. If the use is necessary and appropriate, then the supervisor will give the employee authorization. Only hands free, voice-only electronic communications may be used in these circumstances.~~

~~When an employee is authorized to hold and use a cell phone or other electronic communication device while driving a vehicle on school business or using power machinery, the employee must operate the device and the vehicle or power machinery in a safe manner so as not to enhance the likelihood of accident. Such operation must~~

{01131317 }Adopted: March 28, 2005

Revised: February 23, 2009

Revised: _____

Tredyffrin/Easttown School District

also be in accordance with any applicable law regulating the use of electronic communication devices while driving.

The only manner in which a cell phone or other electronic device can be used while the vehicle is in motion is for making or receiving calls while the vehicle is in motion.

Occasions when Electronic Communication Devices Must Be Turned Off

~~An employee~~District employees must turn off all electronic communication devices, with the exception of District-issued electronic communication devices, or put those devices in silent mode when the employee is present in a class with students and during school assemblies, except where the use of such electronic communication devices is for educational or instructional purposes and consistent with the employee's job responsibilities and normal work duties as determined by the employee's supervisor.

Additional Procedures and Restrictions for Transportation Employees

Bus drivers and other employees and contractors transporting students must adhere to the following additional procedures and restrictions:

1. Do not drive while operating a cell phone.
 - a. Radio is to be your **number one** form of communication.
 - b. If there is a problem with your radio, notify your contract manager immediately for repairs. All radios should be tested during **pre-trip**.
 - c. If a driver does not answer his/her radio and there are no pending repair orders, disciplinary action **may** be taken.
 - d. If a driver is reported to be talking on ~~the a~~ cell phone or text messaging when driving, disciplinary action **will** be taken. This also includes during field and sport trips.
2. If necessary to answer an important phone call, pull over to a safe place, turn off the motor, secure your bus, and answer your call.
3. If lost, pull over, turn off the motor, secure bus, receive your information from your radio, or if your radio is not available, your cell phone and then disconnect.
4. If involved in an accident, notify dispatcher for them to call 911. The —transportation staff needs to be in control of the situation.

{01131317 }Adopted: March 28, 2005

Revised: February 23, 2009

Revised: _____

Tredyffrin/Easttown School District

*Volunteers***Definitions**

A “Volunteer” is an adult (individual who is 18 years or older) applying for or holding an unpaid position in the service of the District. Depending on the type of service provided, volunteers are designated as either “Tier I” or “Tier II” as described below. This definition does not include volunteers for outside groups, such as Parent-Teacher Organizations and Booster Clubs, unless the person is directly acting in the service of the District in relation to a District program, activity, or service.

~~A “volunteer” is an adult (individual who is 18 years or older) applying for or holding an unpaid position in the service of the District.~~

“Direct volunteer contact with children” or “Direct volunteer contact” means the care, supervision, guidance or control of children and routine interaction with children by a volunteer.

~~“Direct contact with children” means the care, supervision, guidance or control of children or routine interaction with children.~~

“Routine interaction with children” means regular or repeated contact that is integral to a person’s employment or volunteer responsibilities.

“Person responsible for a/the child’s welfare” means a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision, and control. This includes any person who has direct or regular contact with a child through any school-sponsored program, activity or service.

“Program, activity or service” means any of the following in which children participate: youth camps or programs, recreational camps or programs, sports or athletic programs, community or social outreach programs, enrichment or educational programs, and troops, clubs, or similar organizations.

“Tier I Volunteers” are those volunteers who will either be responsible for a child’s welfare or will have direct volunteer contact with children.

“Tier II Volunteers” are those volunteers who will not be responsible for a child’s welfare and also not have have direct volunteer contact with children.

“Immediate vicinity” means an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.

~~A volunteer is an adult serving in applying for or holding an unpaid position in the service of the District. A visitor means any person who is in the school building~~

~~for a specific time or a specific event and who is not involved directly with the care, supervision, guidance, or control of children other than their own.~~

~~These guidelines apply to all volunteers involved with the District in any capacity including, but not limited to volunteers involved with:~~

- ~~1. District educational programs including field trips;~~
- ~~2. District sponsored co-curricular activities, extracurricular activities, or clubs;~~
- ~~3. District administration such as clerical work on behalf of schools; and~~
- ~~4. Activities sponsored or promoted by District schools.~~

~~Guidelines for visitors are set forth in Policy No. 1310 and its accompanying regulation.~~

~~Criminal Background and Child Abuse Clearances~~Certifications

Requirement to Obtain Certifications

Pursuant to Pennsylvania law, certain volunteers are required to obtain FBI, State Police, and Department of ~~Public Welfare clearances~~Human Services certifications ~~before being approved for their positions~~, and will be required to renew those ~~clearances~~certifications every ~~thirty-six~~sixty (3660) months.

The District respects the privacy of volunteer applicants, and will hold all ~~clearance~~certification results in strict confidence to the extent permitted by law. There will be only limited personnel access approved by the Superintendent or his or her designee to ~~clearance~~certification files on a “need-to-know” basis.

~~The District does not want financial considerations to stand in the way of parents or guardians serving as volunteers in its schools. Grants may be available to help defray the cost of obtaining clearances in cases where financial need can be demonstrated. Please contact the District’s Volunteer Coordinator for further information.~~

Tier I Volunteers

~~Tier I Volunteers are those volunteers who will be individually responsible for the welfare of a child or children, or who will have direct contact with a child or children~~be responsible for a child’s welfare or will have direct volunteer contact with children. This means they will be involved directly with the care, supervision, guidance, or control of children, or will have routine interaction with children. Such persons are considered to be responsible for a child’s welfare, meaning they provide permanent or temporary care, supervision, training, or control of a child. This includesTier I Volunteers include persons with direct or regular contact

~~with children through any school-sponsored program, activity, or service (meaning a public educational, athletic, or other pursuit in which children participate). This includes, but is not limited to, youth programs, recreational programs, sports or athletic programs, outreach programs, enrichment programs, and troops, clubs, or similar organizations.~~ [A1]

~~Current~~ Tier I Volunteers (~~i.e. those~~ appointed before ~~January 1~~ August 25, 2015) who do not have ~~clearance~~ certifications already must obtain them no later than July 1, 2016~~5~~. Current Tier I Volunteers with a current certification issued before ~~December 31, 2014~~ August 25, 2015, must obtain the required certifications within ~~thirty-six~~ sixty (60) months of their most recent certification, or if a current certification is older than ~~36~~ sixty (60) months on ~~January 1~~ August 25, 2015, no later than ~~August 25~~ December 31, 2016. Tier I Volunteers appointed on or after ~~January 1, 2015~~ August 25, 2015, must obtain ~~clearance~~ certifications ~~before they may serve~~ by July 1, 2016.

All Tier I Volunteers have an ongoing obligation to renew their ~~clearance~~ certifications every ~~thirty-six~~ sixty (60) months from the date of their oldest certification.

~~With regard to all~~ If a Tier I Volunteer ~~s, if a person~~ has been a resident of Pennsylvania for the entirety of the previous ten-year period and swears or affirms in writing that he or she is not disqualified from service and has not been convicted of a prohibited offense listed in existing law or has not been convicted of a similar offense in a another jurisdiction, only the State Police and ~~DPW-DHS~~ clearance certifications will be required. If a Tier I Volunteer is a resident of Pennsylvania but has not resided in Pennsylvania for the entirety of the previous ten-year period, that individual must obtain an FBI criminal history background check only once, and not at successive intervals until that individual has satisfied the ten-year continuous residency requirement in Pennsylvania.

Non-Resident Volunteers:

Employers, administrators, supervisors or other persons responsible for the selection of volunteers may allow a Tier I Volunteer from another state to serve on a provisional basis ~~for a single period~~ not to exceed a total of -30 days in a calendar year, if the volunteer is in compliance with the ~~clearance~~ certification standards under the law of the jurisdiction (~~i.e. state~~) in which he or she is domiciled. The non-resident volunteer must provide the employer, administrator, supervisor or other person responsible for selection of volunteers with documentation of certifications.

Tier II Volunteers

~~Tier II Volunteers are those volunteers who will not be responsible for a child's welfare or have direct volunteer contact with children not be providing care, supervision, guidance, or control of children, or having routine interaction with children have direct contact with children. These individuals Tier II Volunteers do not need certificationselearanees.~~

Arrest and Conviction Reporting Requirements for Volunteers

All volunteers must report new arrests or convictions for any offense that would create a ban on employment or volunteer work with children ~~to an administrator~~ [A2] in writing within 72 hours. If a person responsible for employment decisions or an administrator has a reasonable belief that any volunteer was arrested or convicted for an offense that would constitute grounds for denying employment ~~or volunteer work with children~~, or was named as a perpetrator in a founded or indicated report of child abuse, or the volunteer has provided notice as required under the ~~Act~~law, the employer or administrator must immediately require that individual to submit current FBI, State Police, and ~~DPW-DHS~~ ~~clearance~~certifications. If any volunteer does not disclose arrests or convictions as required, he or she will be terminated immediately from all services to the District.

Other Guidelines

~~The District reserves the right to exclude any volunteer based on an offense that would disqualify an employee from obtaining employment with the District.~~

All volunteers will be expected to follow these guidelines:

1. Respect the authority of the teacher or supervisor as the decision maker and as the person responsible for the instructional program, all classroom activities, and the well-being of all children in the classroom or school. Teachers or supervisors bear the ultimate responsibility for the welfare of students during school activities. When working with students or chaperoning field trips or school activities, parent volunteers must report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or supervisor in charge of the activity.
2. Respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student classroom performance and/or behavior and information contained in student records must be shared only with District employees with an "educational need to know" the information. Information from student records is regulated by the Family Educational Rights Privacy Act.

3. Maintain a professional relationship with students. Volunteers are viewed as representatives of the School Board and Administration. When issues of a personal or confidential nature are raised by students, volunteers are placed in a difficult situation. Nonetheless, volunteers must refrain from imposing their own opinions on students regarding matters of a personal nature.
4. Courteously inform your supervising teacher or supervisor if unable to attend volunteer activity and document attendance as requested by supervising teacher or supervisor.

Tier I ~~V~~olunteers are expected to be familiar with District policies and receive any training provided by the District for volunteers. In particular, ~~regular volunteers~~ Tier I Volunteers are expected to comply with the following:

1. District policies and administrative regulations regarding child abuse identification and reporting. See Appendix A to Regulation 5436. ~~Regular volunteers who have direct unsupervised contact with students are expected to provide child abuse clearance checks consistent with the District child/student abuse policy.~~
2. District policies and administrative regulations regarding the prohibition of discrimination within the District.
3. District policies and administrative regulations regarding unlawful harassment.
4. District policies and administrative regulations regarding student accidents.
5. District policies and administrative regulations regarding student hazing.
6. District policies and administrative regulations regarding student discipline.
7. District policies and administrative regulations regarding drugs, alcohol and tobacco.
8. District policies and administrative regulations regarding the accommodation of special needs students in 22 Pennsylvania Code Chapter 14.

ANALYSIS TO DETERMINE WHETHER DISTRICT VOLUNTEERS REQUIRE CERTIFICATIONS

Note: This document is for demonstration and discussion purposes – it is intended to provide guidance for highly fact-specific situations that may require a case-by-case analysis. Please contact us as questions arise.

The following definitions are used to determine whether a volunteer requires certifications:

- A “volunteer” is an adult (individual who is 18 years or older) applying for or holding an unpaid position in the service of the District.
- “Direct volunteer contact with children” or “Direct volunteer contact” means the care, supervision, guidance or control of children and routine interaction with children.
- “Routine interaction with children” means regular or repeated contact that is integral to a person’s employment or volunteer responsibilities.
- “Person responsible for a/the child’s welfare” means a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision, and control. This includes any person who has direct or regular contact with a child through any school-sponsored program, activity or service.
- “Immediate vicinity” means an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.
- “Program, activity or service” means any of the following in which children participate: youth camps or programs, recreational camps or programs, sports or athletic programs, community or social outreach programs, enrichment or educational programs, and troops, clubs, or similar organizations.
- “Covered Volunteers” are those volunteers who will either be responsible for a child’s welfare or will have direct volunteer contact with children.
- “non-Covered Volunteers” are those volunteers who will not be responsible for a child’s welfare and also not have direct volunteer contact with children.
- “School-sponsored” means either or both of the following:
 - funded in whole or in part by the District either directly or indirectly through a student organization approved by the Board; or
 - supervised by a District employee or contractor acting within the scope of their employment or contractual relationship with the District.

Determining Whether Volunteer Needs Certifications:

Step 1: Determine whether the volunteer will be responsible for the welfare of a child. Ask whether the volunteer will provide permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision, and control. If “Yes”, the volunteer needs certifications. If “No”, proceed to Step 2 below.

Step 2: Determine whether the volunteer will have direct volunteer contact with children. Direct volunteer contact requires BOTH of the following:

- (a) The care, supervision, guidance or control of children; AND

(b) Routine interaction with children, meaning regular or repeated contact that is integral to the volunteer's responsibilities.
If "Yes", the volunteer needs certifications. If "No" (to inquiries in Step 1 and Step 2), the volunteer does not need certifications.

Using the terms as defined here, we have sought to provide a reasoned, analytical framework that the District can apply consistently as questions arise.

TYPE OF VOLUNTEER OR VISITOR	Step I. <u>Will the individual be responsible for the welfare of a child? (Ask whether the volunteer will provide permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision, and control.)</u>	<u>OR</u>	Step II. <u>Will the individual have direct volunteer contact with children? Direct volunteer contact with children requires (a) the care, supervision, guidance or control of children AND (b) routine interaction with children, meaning regular or repeated contact that is integral to the volunteer’s responsibilities</u>	CERTIFICATIONS REQUIRED? If the answer to <u>EITHER Step 1 or Step II</u> is “YES”, <u>certifications are required.</u>
attend meeting in a private area with school administrator, teacher, or staff	No		No	NO INCIDENTAL VISITOR
attend performance in auditorium or other common area; attend a sporting event or other extra-curricular activity	No		No	NO INCIDENTAL VISITOR
book fair (no students helping in booth)	No		No	NO
booster-club event (<u>school-sponsored activities</u>)	<u>No, unless responsible for the welfare of children – depends on their duties. Yes. Very situationally-specific; no clear-cut answer can be</u>		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance

	<u>given at this time</u>			
chaperone for a dance or other school-sponsored event (including, but not limited to, field trips)	<u>No, unless responsible for the welfare of children – depends on their duties</u> Yes.		N/A	<u>Contact Principal for guidance</u> YES
class party help	No, unless officially designated as a volunteer responsible for the welfare of children.		No, if a one-time or infrequent event.	NO, UNLESS OFFICIALLY DESIGNATED.
class pictures	No		No, no regular or repeated contact.	NO
college recruiters on campus to talk with children	Not a District volunteer		Not a District volunteer	NOT A VOLUNTEER
concession stand worker (no students working in the stand)	No		No	NO
concession stand worker (with students working in the stand)	<u>No, unless responsible for the welfare of children – depends on their duties</u> Very situationally-specific; no clear-cut answer can be given at this time		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance
current students age 18 or older volunteering to fulfill role in a school-sponsored program, club, or activity	Not a volunteer under the terms of the statute (“an adult applying for an unpaid position”)		Not a volunteer under the terms of the statute (“an adult applying for an unpaid position”)	NO
current students age 18 or older volunteering to as any other	Same analysis would apply to the student as would apply to any other		Same analysis would apply to the student as would apply to any other adult in the community	ANALYSIS WOULD APPLY BASED APPLIED IS BASED ON

				POSITION - Contact Principal for guidance
drop off birthday cake or holiday treats	No		No	NO INCIDENTAL VISITOR
field day assistance	<u>No, unless responsible for the welfare of children – depends on their duties</u> Only if responsible for the welfare of children – depends on their duties		No, no regular or repeated contact	POSSIBLY, DEPENDS ON SPECIFIC DUTIES –Contact Principal for guidance
grandparents’ day	No		No	NO INCIDENTAL VISITOR
guest speaker or participant in career day or similar event to share information with students	No		No	NO INCIDENTAL VISITOR
job shadowing – an individual allows a student to visit his or her place of business	No, not assuming responsibility as a school volunteer or for the welfare of a child		No	NO
make a delivery to the school	No		No	NO INCIDENTAL VISITOR
military recruiters on campus to talk with children	Not a District volunteer		Not a District volunteer	NOT A VOLUNTEER
observe child’s classroom (parent, guardian, close relative)	No		No	NO INCIDENTAL VISITOR
pick child up from school	No		No	NO INCIDENTAL VISITOR
produce play or performance,	Yes		N/A	YES

concert, or other curricular/co-curricular, or extracurricular activity				
PTO-sponsored event	<u>No, unless responsible for the welfare of children – depends on their duties</u> Very situationally-specific; no clear-cut answer can be given at this time		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance
routine classroom help (daily, weekly, or other periodically-scheduled help)	<u>No, unless responsible for the welfare of children – depends on their duties</u> Yes		N/A	<u>Contact Principal for guidance</u> YES
special classroom projects	<u>No, unless responsible for the welfare of children – depends on their duties</u> Very situationally-specific; no clear-cut answer can be given at this time		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance
sports coach	Yes		N/A	YES
assist with mailings and other clerical duties (no student contact)	No		No	NO
lobby sales/sign-ups including but not limited to gym suits, ticket sales, internship forms	No		No	NO
drivers transporting students to/from District-	Yes		N/A	YES

sponsored activities				
CPR Instructors	<u>If training school staff, then NO.</u> <u>If training students, then YES.</u> Yes		<u>Very situationally-specific; no clear-cut answer can be given at this time</u> N/A	YES
<u>H</u> health screening assistants (height and weight measurements)	No		No	No
Volunteer nurses	Yes		N/A	Yes

Transportation

The Supervisor of Transportation shall provide a safe, efficient, economical system of transportation for students to and from school in accordance with the School Law of Pennsylvania; the Vehicle Laws of Pennsylvania, and Title 75 of the Pennsylvania Consolidated Statutes.

In conjunction with the District Safety Committee, the Transportation Department maintains an emergency evacuation plan manual for all schools within the District. It will be reviewed and updated as necessary. In accordance with state law, emergency evacuation drills will be conducted on all school buses twice annually, once in September and once in March.

The Transportation Department shall periodically notify transportation employees and contracted bus drivers in writing that they are required to immediately notify their immediate supervisor in the event that they are convicted of any crime that would appear on an Act 34 Criminal or Act 151 Child Abuse background check and/or the suspension or revocation of their school bus driver's license (CDL with S endorsement).

Students residing in the District shall be transported to and from elementary and secondary schools and other educational centers established and/or approved by state and local governmental bodies having jurisdiction in accordance with state law.

Transportation shall not be provided for those students residing less than one mile from the school attended unless the route is considered by the District and the Commonwealth to be hazardous and unsuitable for walking.

The transportation of kindergarten children is a responsibility shared jointly with the parent **or guardian**. The District shall provide one-way transportation of kindergarten children.

The Transportation Department will maintain and distribute safety rules for school buses to all students eligible to ride School District buses.

In the case of equally shared child custody where both parents reside in the District and request transportation in writing to have the student transported to each residence based on the custody arrangements, transportation will be provided to both residences based on a schedule provided to the student's principal by the parents, the student shall be transported to and from the primary residence as designated by the parents. Parents shall be required to provide proof of equally shared custody and residency for each address and may be required to complete a Request for Long-Term Alternate Bus Assignment Form as set forth in Attachment A.

{01145499 } Revised: August 19, 2010

Revised: January 28, 1994

Revised: October 12, 2006

Revised: August 18, 2010

Reviewed: February 14, 2014

~~Where possible, elementary students shall be transported directly to school, while secondary students may be required to transfer buses en route.~~

A schedule of bus routes shall be published **on the District website** annually and made available at each school and at the Transportation Department.

All students are expected to ride the buses to which they have been assigned. Written parental requests for occasional, short-term bus exceptions are to be directed to the principal, who in turn will evaluate the requests and, if approved, issue day passes. Standard operating procedures outlining acceptable exceptions shall be established.

Long-term Exception to Bus Assignments

Parents who desire a long-term exception to bus assignments specifically for the purpose of child care or student employment shall meet with the principal and complete a Request for Long-Term Alternate Bus Assignment Form as set forth in Attachment A.

Consideration will be given only to requests for alternate transportation for child care or employment within a student's attendance area on a regular basis for a semester or academic year, subject to space availability. After conferring with the Supervisor of Transportation to assess the feasibility of the alternate assignment, the principal shall be responsible for ~~acting upon~~processing the request. In this regard, the following specific considerations shall be in effect:

- Long-term alternate bus arrangements shall be considered only for the purposes of child care and student employment.
- Bus exceptions shall be granted only within the student's attendance area; students shall not be transported across attendance boundaries.
- A change of bus assignment shall be granted on a regular basis for a period of no more than one academic year nor less than one semester (or to the end of the school year).
- Each request is subject to space availability. A bus of 55 or more students assigned to it shall be considered "filled."
- Once given, permission will be rescinded should space be needed to accommodate new students living along the bus route. In that event, the last exception granted will be the first to be rescinded.
- Students granted exceptions shall use existing bus stops; no new stops shall be added nor established stops relocated. No bus shall be rerouted to accommodate an alternate bus assignment.
- No request for an exception shall be granted which, in the opinion of school personnel, may in any way endanger the safety of the student.

- No request for an exception shall be granted which causes the District to incur additional expense.

[These criteria do not apply to equally shared custody by parents who each live in the District, but in different attendance areas.](#)

Music Shuttle Buses

The School District provides music shuttle buses from the middle schools to the elementary schools to allow students to stay after school and participate in music programs and still get a bus from the elementary school to their home.

- Music shuttle buses will be made available at Valley Forge Middle School and Tredyffrin/Easttown Middle School for students involved in the music program at both of these schools.
- Only one shuttle bus should be necessary for each elementary school from the middle schools, except Hillside Elementary that has an attendance area that is covered by both middle schools.
- **Middle school students shall use existing elementary school bus stops; no new stops will be added to elementary school bus routes nor established routes relocated. No bus shall be rerouted to accommodate middle school students.**
- School year passes should be issued to each student that participates in this activity and must be presented to the bus driver each day for ridership to the elementary schools.
- The Transportation Department and middle school administration must keep track of the number of students from middle schools that are using the music shuttle buses to make sure they do not become overcrowded.
- This is not considered a late bus and should be limited to students participating in the music program to the extent practicable.

Musical Instruments on School Buses

The following is the procedure for the transportation of musical instruments on school buses to and from school.

- Musical instruments must be able to fit on each student's lap or under the seat ahead of the students. No musical instruments will be permitted to be in the aisle, behind the driver's seat or taking up any part of a seat designated for students.
- If the musical instrument cannot be placed as described above, the student and/or the musical instrument will have to be transported to and from school by some other

means. Room is limited to all buses and seats must be available for all students assigned to the bus.

- This procedure will ensure a seat for every student on the bus and a safe ride to and from school for all students.

Bus Driver Handbook

The Transportation Department will develop and maintain a bus driver's handbook. This handbook will contain instructions and ~~or~~ directions for the driver concerning transportation Policies, Regulations, rules, safety procedures and any other important instructions for bus drivers. This handbook will be updated as necessary.

Observation of the Unsafe Operation of a School Vehicle

Should a District employee observe the unsafe operation of a school vehicle or be notified by a parent, student or community member of the unsafe operation of a school vehicle, the District employee will attempt to detain the school vehicle and perform a visual inspection of the driver's physical condition.

If, in the judgment of the District employee, there is reason to detain the school vehicle, the District employee will contact the Transportation Department, inform the school principal if the observation occurs on school property, and remain with the school vehicle and students until otherwise directed by the Transportation Department. School personnel may notify 911 if necessary.

If the school vehicle cannot be detained, the District employee will contact the Transportation Department and inform the school principal if the observation occurs on school property. The Transportation Department will contact the driver via two-way radio or cell phone and instruct the driver to stop and wait in a safe location. School personnel may notify 911 if necessary.

The Transportation Department will notify the Superintendent, the school vehicle contractor and 911 if necessary. A Transportation Department employee will be dispatched to the location of the school vehicle and wait with the school vehicle. If students are on the school vehicle, the Transportation Department will make arrangements to safely transport the students.

| ATTACHMENT A

**TREDYFFIN/EASTTOWN SCHOOL DISTRICT
REQUEST FOR LONG-TERM ALTERNATE BUS ASSIGNMENT**

School: _____ School Year _____
Student Name: _____ Age _____
Address: _____ Grade _____

Reason for assignment: _____

Parent(s) name with whom child makes his primary residence:

_____ Home phone # _____

Work phone # _____

Emergency Contact Name & Number _____

Non- Custodial Parent(s) Information:

Parent(s) Name _____ Phone _____

_____ Emergency # _____

Destination:

Street _____ Town _____

Babysitters/Day Care Name _____ Daily / Year _____

Phone # _____ AM _____ PM _____

I understand that an alternate bus arrangement can be made only within the student's attendance area and that any such arrangement is contingent upon space availability. I also understand that permission to ride an alternate bus will be rescinded should the space be needed to accommodate a new student living along the bus route. In this event, the last alternate assignment approved will be the first rescinded.

I agree to these conditions.

Custodial Parent _____ Date _____

Principal Signature _____ Date _____

Please send completed report to Transportation Department:

Fax: 610-240-1699 Scan: transport @tesd.net Mail: 940 West Valley Rd, Suite 1700, Wayne, PA 19087

_____ Request Granted: Bus Number(s) AM _____ PM _____

Bus stop location _____

Start Date _____ Request Denied _____

Reason _____

Transportation Signature _____ Date _____

Web Content, Hosting and Maintenance

The T/E School District web site is designed to provide information and resources to the students, staff, and residents of the District. The web site may also be utilized to share classroom information and student work. All pages displayed within the District web site will be directly related to the curriculum, District programs or events, or will provide general information about the District. Links to sites outside of the District web site will be to sites that have a direct connection to the curriculum and programs, or have a meaningful connection to the District community.

Any staff member wishing to post purposeful information on the District web site may submit web page documents that adhere to District policies, regulations and guidelines to the District Web Site Specialist or other designee for uploading to the web server. Staff members creating web pages directly related to student activities or using content produced within the school environment must adhere to District policies and regulations even if the pages are not located on the District web site or the District servers.

Student Privacy Safeguards

Personally identifiable student information must be kept to a minimum. ~~Student first name and last initial only will be listed on web pages.~~ Written parental permission on the District media consent form is required to post ~~any~~ student work, student photographs and ~~to list~~ student first and last names at the high school on web pages. Student ~~photographs (except for distant group photographs)~~, email addresses, phone numbers, mailing address, names of family members, names of friends or the physical location of the student at any given time may not be included on web page documents.

~~District web page documents may not include student photographs or video clips with the exception of group photographs.~~ Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects, are open to the public and are not intended to be part of this Policy. These public events may be subject to media coverage, including publication in the media outlet's web site or social networking sites.

Ownership and Retention

The District reserves the right to delete any files and/or links to web pages that exist on the server at any time without notice.

Web Development, Hosting, and Maintenance of District Website

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

Creators of web pages 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 web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others; or it should relate to the School District, or the schools within the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Teacher web pages 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 web pages. Home pages for, or links to, other individuals or organizations not directly affiliated with the District are not acceptable.

Quality

All web pages must be well-written, and free of spelling and grammatical errors. 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 web page material, appearance, or content, the judgment of the Communications Specialist, Teacher on Special Assignment for Technology and the Instructional Technology Manager 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 web site hosting platform includes a framework that provides consistent elements on all District web pages.

1. Any graphics, sounds, or video used on web pages 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 web site.
3. Final decisions regarding access to active web pages for editing, content, or organization shall rest with the Communications Specialist, the Teacher on Special Assignment for Technology and the Instructional Technology Manager

Student Safeguards

1. Written parental permission on the District media consent form is required to post any student work, student photographs and student first and last names on web pages. Inclusion of student first name and last initial on web page documents must be appropriate to the grade level.
2. Documents may not include a student's grade level, e-mail address, phone number, mailing address, names of other family members, or names of friends.
3. Web page 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. Web page documents may not include individual student photographs or video clips with the exception of group photographs.~~
- ~~45.~~ Decisions on publishing student work are based on the supervising teacher's judgment. ~~Only a student's first name and last initial will be listed with student work at the elementary and middle school level. Student first and last names may be included with student work at the high school level.~~ Written permission must be obtained from the student's parent/guardian before student work will be published on web page documents.
5. Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects, are open to the public and 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, including publication on the media outlet's web site or social networking sites.

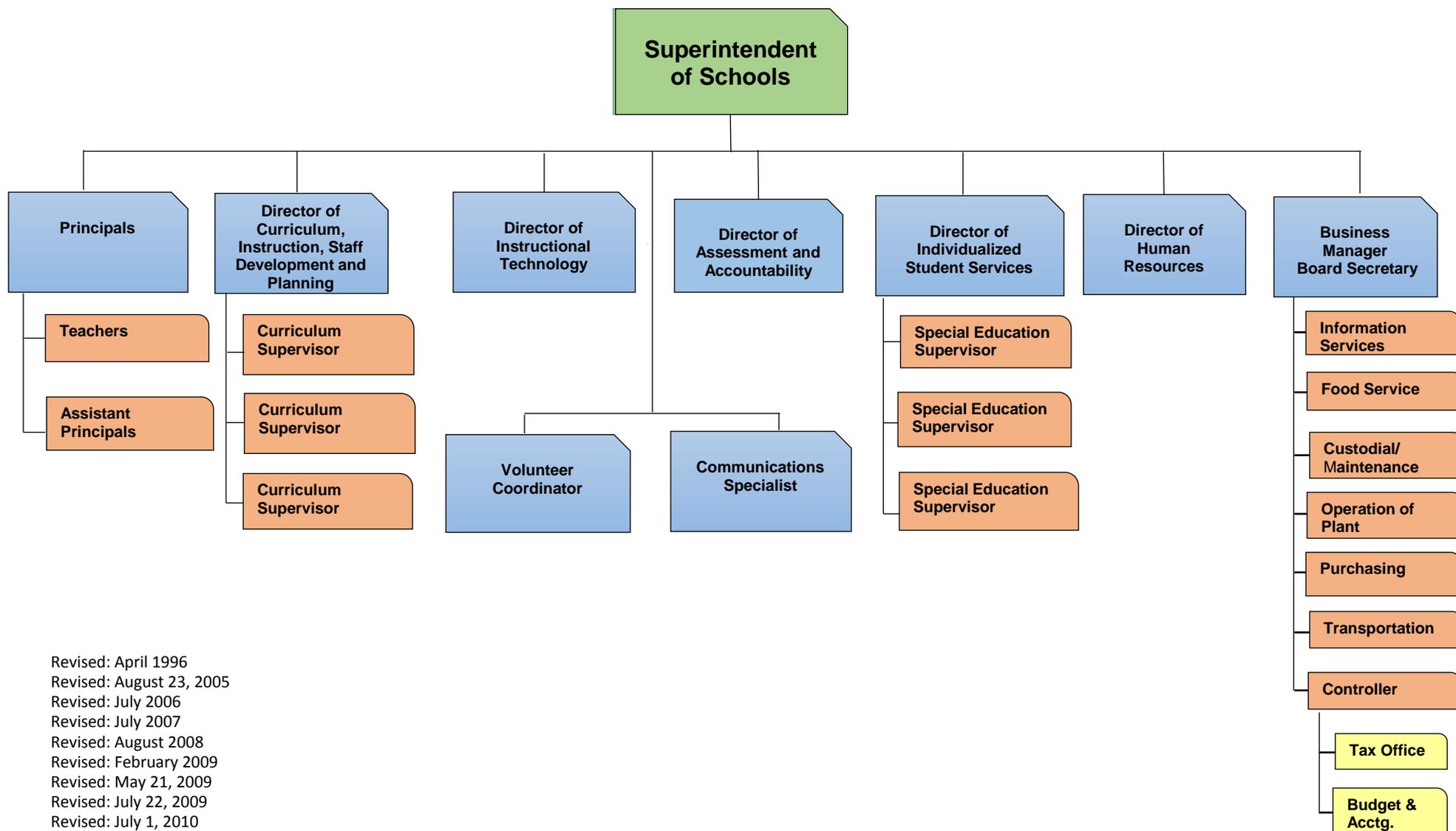
District Policies

All documents on the Tredyffrin/Easttown web site must conform to District Policies and Regulations as well as established school guidelines. Copies of District Policies are available in all school offices and on the school district network. 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 web pages shall meet the criteria for use as an instructional resource.
3. All communications via the District web pages will comply with the District's Internet and Computer Networks Policy and Regulation. 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 which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
5. Any deliberate tampering with or misuse of the District web site, network services or equipment shall be considered vandalism and handled in accordance with District Policy and applicable law.

Other

1. Material on web pages may reflect an individual's thoughts, interests, and activities. Such web pages 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.
2. 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 Web Site Specialist, with approval of the Instructional Technology Manager or the Network Coordinator, and shall be instituted immediately, unless specific provision is made to the contrary in the revised Regulation.



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

Director of Curriculum, Instruction, Staff Development and Planning - Duties

Responsible for:

1. Coordinating and monitoring of all e-strategic plans, including mid-point reviews for Pennsylvania Department of Education.
2. Serving as internal facilitator of Strategic Planning, including facilitation of Strategic Planning Advisory Council.
3. Developing, directing and monitoring the implementation of the District Act 48 plan
4. Developing, directing and modifying an operational framework for instructional improvement and curricular change within all levels in the District.
5. Acting as administrative liaison to the Board Education Committee, including the development of agendas and all related materials.
6. Serving as Chair of the Staff Development Advisory Council and Curriculum Council, including preparation of materials related to ongoing District initiatives.
7. Serving as District spokesperson on ~~Graduation Competency Assessments~~Keystone Exams including testifying at hearings, addressing community groups and preparing related materials.
8. Serving as coordinator and resource on legislative issues, including responding to requests from state and federal legislators.
9. Directing the work of the Curriculum Supervisors.
10. Coordinating administrative internships.
11. Monitoring District compliance with curricular, staff development and strategic planning regulations.
12. Coordinating summer workshops in curriculum, staff development and strategic planning.
13. Serving in support role for contract negotiations
14. Performing such other duties and responsibilities as the Superintendent may assign from time to time.

Reports to Superintendent of Schools

Adopted: August 1978

Revised: April 1996

Revised: September 2004

Revised: July 2008

Revised: July 2009

Director of Individualized Student Services - Duties

Responsible for:

1. Manage and evaluate all District-supported student services, multi-tiered intervention process, gifted support, Section 540 agreement and special education programming.
2. Act as liaison and District representative to the Chester County Intermediate Unit and out of District placements providing special education programming to District students in public and private classes.
3. Supervise special education and student services legal compliance based on Federal and State laws and District policies and regulations and oversees related legal proceedings.
4. Develop and manage student services and special education cost center budget, State and Federal reporting for Contingency reimbursement, Act 16 funding, and IDEA grant.
5. Monitor special education and student services staffing and staff development.
6. Provide for the needs of students by coordinating the efforts of school nurses and physicians, psychologists, related service providers, mental health specialists, and dental hygienist.
7. Monitor District and Charter School attendance procedures and provide support for school-based attendance officers.
8. Manage District homebound, home education, and homeless students and complete required State reports.
9. Oversee the School-Based Access Program (SBAP) / Medical Access program.
10. Act as liaison for Child Abuse reporting, substance use and abuse prevention.
11. Coordination of school nurse services.
12. Supervise all personnel reporting to him/her.
13. Develop and manage special education and student services summer and Extended School Year programming
14. Oversee the Early Intervention School Age Transition process and the secondary transition processes.
15. Perform such other duties and responsibilities as the Superintendent may assign from time to time.

Adopted: August 1978

Revised: April 1996

Revised: November 2004

Tredyffrin/Easttown School District

1. ~~Develops and maintains ongoing evaluation of District-supported special programs including guidance and counseling, resource rooms and learning improvement classes and Challenge for gifted students.~~
2. ~~Acts as liaison and District representative to the Chester County Intermediate Unit in providing special education programs to District students in public and private classes.~~
3. ~~Reviews special education programs and makes recommendations for compliance with federal, state and District Policies.~~
4. ~~Monitors district-wide attendance procedures including all required state reports.~~
5. ~~Coordinates district-wide standardized testing program and interprets results.~~
6. ~~Provides for the needs of students by coordinating efforts of school nurses, physicians, psychologists.~~
7. ~~Supervises personnel reporting directly to him/her.~~
8. ~~Develops and controls program budgets in instructional services.~~
9. ~~Performs such other duties and responsibilities as the Superintendent may assign from time to time.~~

Reports to Superintendent of Schools

Director of Assessment, ~~and~~ Accountability ~~and~~ Technology/Curriculum Supervisor for Health, Physical Education, Family and Consumer Sciences, Technology Education, Business Technical Education, Applied Technology and Career Education Supervisor of School Counselors - Duties

Responsible for:

1. Providing leadership of all accountability ~~and~~ testing related to PSSA, ERB, Keystone Exams, AYP, PVAAS and No Child Left Behind (NCLB) requirements and test data.
2. All aspects of ERB, Keystone Exams, and PSSA testing including the following:
 - ordering, receiving, sorting, distribution and collection of test booklets
 - returning of all testing materials ~~for the writing, reading, math, science, and senior retests~~
3. Review all test data including ~~AYP, ERB~~, SAT and AP data and share relevant data, in easy to understand format, with the appropriate individuals at the District, school and team levels.
4. Analyzing testing information and preparing reports to the Board and public as needed.
5. Serving as liaison for the District to the Pennsylvania Department of Education (PDE) for the Pennsylvania Value-Added Assessment System (PVAAS).
6. All responsibilities related to the Supervisor of ~~Health, Physical Education, Family and Consumer Sciences, Technology Education and Career Education~~ School Counselors including the following:
 - Supervising Staff and programs.
 - Coordinating summer workshops.
 - Providing opportunities for curriculum development, curriculum implementation and instructional improvement through information sharing with staff, coordination of workshop programs and involvement with administrative functions related to budgeting and requisitioning of materials and participation in special projects.
7. Participating in professional improvement plan teams.
8. Serving as ~~administrative liaison to~~ co-facilitator of the Policy Committee.
9. Coordination of ~~school counselings~~ high school guidance services including the following:

- College planning with Conestoga Student Services Department.
- Developmental guidance program.
- Career Education

Other responsibilities include the following:

- Providing leadership of all accountability for Pennsylvania Department of Education Child Accounting reporting.
- Serving as liaison for complaint procedure for student discipline response for regular education students at all schools and support complaint procedure for special education students.
- Resolution of residency issues.
- ~~504 agreement implementation.~~
- ~~Coordination of school nurse services.~~
- Providing morning and afternoon bus coverage coordinated with The Business Manager Art McDonnell.
- Performing such other duties and responsibilities as the Superintendent may assign from time to time.

Reports to Superintendent of Schools

Adopted: July 2008

Revised: July 2009

Revised: July 2010

Tredyffrin/Easttown School District

Director of Instructional Technology ~~and Services~~ ~~Duties~~

Responsible for:

1. Supervise certificated information technology support staff responsible for:

~~1.~~ • Developing, directing and modifying an operational framework for the evaluation of new technologies and the maintenance of existing technologies within the educational program.

~~2.~~ • Reviewing Internet applications and District-wide technology initiatives dealing directly with teachers and students.

• Reviewing requests/Policies related to the distribution of information via the School District Web Site.

• Coordinating technology-related special projects such as the use of electronic grade books, web access to teachers' grades, and elementary progress reports.

• Monitoring and making recommendations related to the distribution of information via the District Web Site.

3.

2. Review and make recommendations regarding technology requests, policies and procedures.

3. Purchase of educational computers, printers and SmartBoards.

4. Work collaboratively with principals, supervisors and information technology support staff to ascertain the technology needs of staff and students

5. Serve as liaison to Board Committee Meetings

6. Perform other duties and responsibilities as the Superintendent may assign.

4.

~~5.~~ 7. Purchase of all educational computers, printers and SmartBoards.

~~6.~~ Coordinating technology related special projects such as the use of electronic grade books, web access to teachers' grades, and elementary progress reports.

~~7.~~ Supervising the Teacher on Special Assignment for Technology.

~~8.~~ Supervising the IT/network staff.

Adopted: July 2008

Revised: July 2009

Revised: July 2010

Tredyffrin/Easttown School District

- ~~9. Supervising teachers in the Conestoga TV Studio, Applied Technology, Business/Technology and Gradebook Managers.~~
- ~~10. Integrating electronic learning within the k-12 educational program, including specifications for electronic program needs and related Board Policies.~~
- ~~11. Evaluating the growth and development of non-tenured teachers and making recommendations to the Superintendent for the awarding of tenure.~~
- ~~12. Serving as the Chair of the District Technology Committee, assisting with budget development and working with school-based technology committees.~~
- ~~13. Serving as the co-administrative liaison to the Policy Committee, including preparation of all materials related to Policies and recommendations for new Policies.~~
- ~~14. Serving in a support role in contract negotiations.~~
- 15.8. ~~Serving on special committees and undertaking special projects (Classrooms for the Future, eStrategic Plan) as requested by the Superintendent.~~

Reports to Superintendent of Schools for all responsibilities including curricular areas

Director of Human Resources Personnel - Duties

Responsibilities:

1. Maintain ~~employee relationships~~ employment practices consistent with school law, federal guidelines, department of education regulations and District policies including:
Verify that requirements of a position are met by those who hold that position, such as teacher certification requirements, Sexual Conduct Disclosure forms, employment clearances, and licensing of school nurses, ~~and licensing of bus drivers.~~
Maintain records of employee credentials which must be regularly renewed, such as clearances, certificates, nursing licensure, etc.
Maintain personnel records which are required by state, ~~and~~ federal law and District ~~laws and~~ policies, such as EEOC, ~~and~~ certification, ~~reports~~ and evaluation records.
Maintain personnel records needed for information and research purposes, such as salary and negotiations surveys, retirement and staffing projections.
2. Employ and assign qualified applicants in accordance with District needs and outside agency requirements including:
Plan and conduct selection processes by setting up screening standards, interviewing, ~~operations~~ and coordinating the activities needed for final employment recommendations.
Assign personnel in compliance with District program needs and outside agency requirements.
3. Prepare District reports and materials in compliance with external requirements including:
~~Prepare and/or monitor the preparation of accident reports, OSHA reports and Board reports which require accident and safety statistics.~~
Develop, implement and monitor the equal opportunity employment program.
Prepare reports related to teacher certification-s, and unemployment claims, and worker's compensation reports, as well as insurance claims.
- ~~4. Recommend annual staffing levels in support of the educational program.~~
- ~~5.4.~~ Establish and administer terms and conditions of labor relations as negotiated with the bargaining units representing various classes of employees.
- ~~5.~~ Administer and apply policies, regulations and contract provisions consistent with the Pennsylvania Public School Code of 1949, as amended; Pennsylvania School Board Association edicts and departmental regulations.
- ~~6.~~ Receive interpret and record volunteer clearance information.
- ~~7.~~ Consults with the District Solicitor as appropriate, or as directed by the Superintendent, on personnel matters.

~~6.8.~~ Participates in coaching, counseling, and training District employees.

~~7.9.~~ Maintain general human resource~~personnel~~ department functions.

~~8.10.~~ _____ Perform such other tasks and assume such other responsibilities from time to time as the Superintendent may assign or delegate.

Reports to Superintendent of Schools

Adopted: November 1982

Revised: October 1995

Revised: July 2009

Tredyffrin/Easttown School District

Supervisor of Special Education Job Description

Roles:

Liaison to B.U.I.L.D.
Liaison to CCIU Special Education Advisory Committee

Reports to:

Director of Individualized Student Services

Essential Functions and Responsibilities of Position:

1. Direct assigned special education programs in compliance with Federal and State regulations and in collaboration with building administration.
2. Participate in the District teacher selection process.
3. Assist building administration in hiring and supervising special education support staff.
4. Conduct observations of professional staff members.
5. Facilitate articulation of student transition across grade levels and to/from placements outside of the District.
6. Support the design and delivery of staff development programs.
7. Assist with special education data collection and annual state reporting requirements.
8. Direct para-educator training programs according to State requirements.
9. Assist with selection of instructional materials for students with disabilities.
10. Assist with development and implementation of District Special Education Plan.
11. Develop special education staffing projections in accordance with State guidelines.
12. Direct the administration and reporting of PASA and PSSA-M assessments; collaborate with curriculum supervisors in analysis of student performance.
13. Perform such other duties and responsibilities as assigned by the Director of Individualized Student Services.

State Assessments

The Pennsylvania System of School Assessments (PSSAs) ~~The State assessments~~ shall be administered annually and shall include assessments of the State academic standards in mathematics and reading-English language arts at grades 3, 4, 5, 6, 7, 8, and 11, ~~in writing at grades 5, 8 and 11~~ and in science and technology and environment and ecology at grades 4, and 8, and 11.

Keystone Exam State assessments (Keystones) in Algebra I, Biology, and Literature will be administered following a student's completion of the relevant course.

Levels of proficiency in the PSSAs and Keystones shall be advanced, proficient, basic, and below-basic consistent with criteria established by the State Board of Education.

Children with disabilities shall be included in the assessment system, with appropriate accommodations, where necessary. As appropriate, the staff shall develop guidelines for the participation of children with disabilities in alternate assessments for those children who cannot participate in the assessment as determined by each child's Individualized Education Program team under the Individuals with Disabilities Education Act and State mandate.

The Superintendent or Superintendent's designee shall prepare and institute a plan to provide additional instructional opportunities for students not achieving at the proficient level including identification procedures, alternate instructional strategies, monitoring a variety of assessment procedures and extended learning opportunities. ~~As part of this plan, students not achieving at the proficient level in grade 11 shall be provided one additional opportunity in grade 12 to demonstrate a proficient level on State assessments in order to be granted the appropriate Pennsylvania diploma.~~ All students found to be less than proficient on the ~~grade 11 testing~~Keystones shall be offered supplemental instructional support by the District. The supplemental instructional support must be consistent with the student's educational program and assist the student to attain proficiency in the State academic standards.~~must enroll in and pass the appropriate seminar course in math or reading/writingEnglish language arts.~~

The Superintendent or designee shall recommend improvements in the curriculum and instructional practices based upon student assessment results and will use assessment results to guide instructional strategies and to develop future strategic plans.

Keystone Exam scores shall be listed on student transcripts for the classes of 2017 and beyond.

~~Pennsylvania Certificates~~ [AH]

~~Students who attain a score at the proficient level or better on State assessments in reading, writing, and mathematics and English language arts administered in grades 11 or 12 shall be granted a Pennsylvania Certificate of Proficiency for that discipline. Students who attain a score at the advanced level of proficiency shall be granted a Pennsylvania Certificate of Distinction. Students with disabilities who meet the required level of proficiency on State assessments with appropriate accommodations shall be granted the Pennsylvania Certificate of Proficiency or Certificate of Distinction as appropriate.~~

~~PSSA proficiency level will appear on the student's transcript.~~

Parents

The District shall allow a parent/guardian to review State assessments and to opt their child out participation in such assessments to the extent permitted and in accordance with other applicable policy and regulation listed below.

Cross Reference: Board Policy and Administrative Regulation 6138 – Nonparticipation in Specific Instruction and State Assessments.

~~If upon inspection of State assessments parents or guardians find the assessments in conflict with their religious belief and wish their student be excused from the assessment, the right of the parents or guardians will not be denied upon written request to the school district Superintendent.~~

~~The Board shall grant requests by parents or guardians to review the state assessments prior to their administration. The District shall ensure the security of the assessment documents.~~

Resignations from Employment

This policy governs separation from the District due to resignation.

A resignation is a voluntary termination of employment initiated by the employee and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignation.

The Board authorizes the Superintendent to accept resignations, including resignations in lieu of termination, of all District employees (except the Superintendent) without further Board action. Resignations accepted by the Superintendent shall be listed in the agenda for the next regular Board meeting.

The Administrative Regulation related to this policy will outline the procedures regarding both resignation and also final pay calculation for employees who have voluntarily resigned. These procedures shall ensure that individual resignations will be reviewed and handled in a manner that produces the lowest potential for compromise of confidential data.

Resignations from Employment

Notice

The District will accept, without prejudice, the resignation of any employee provided written notice is given at least two (2) weeks in advance of the planned resignation date.

The resigning District employee will submit written notice to his/her immediate supervisor and the District at least two (2) weeks prior to the planned resignation date.

Termination Checklist

The District will complete the requirements as listed on the Termination Checklist (See “Attachment A”).

Discharge of Resigning Employee

An employee will not be discharged after giving proper notice, unless performance deteriorates or has already deteriorated to an unacceptable level or if it would be in the best interest of the District from either a morale perspective or a security perspective in terms of confidential information to require the employee to leave immediately.

Final Pay Calculation

Final pay calculation is governed by the terms of any applicable collective bargaining agreement or other group or individual contract. Subject to the terms of an applicable collective bargaining agreement or other group or individual contract, employees who resign are entitled to their base pay up to and including the resignation date. This applies even if the employee is asked to depart prior to his/her intended resignation date, unless the employee is asked to depart early due to the considerations noted in the section entitled “Discharge of Resigning Employee” above.

If notice is provided under the section entitled “Notice” above, then employee also shall be paid for earned, but unused vacation and personal days, if any, up to and including the resignation date to be paid at base pay rate. Employees asked to depart early due to the considerations noted in the section entitled “Discharge of Resigning Employee” above are also entitled to earned, but unused vacation and personal days up to and including the original resignation date.

Employees who resign are not entitled to:

1. Payment for holidays where the employee had not worked the full scheduled day before and after the holiday.
2. Severance compensation in the absence of an express written agreement to pay severance.

The final pay will be issued in accordance with regular payroll processing or local or state laws if they impose more stringent requirements.