

Policy Committee Agenda
Thursday, October 15, 2015
6:30 p.m.
Room 200, T/E Administration Offices

1. Approval of Minutes of the September 10, 2015 meeting

2. Public Comment

3. Review of Policies for 2nd Reading

- Policy and Regulation 4200: Absences and Leaves Due to Illness, Injury and Disability, Leave Pursuant to the Americans with Disabilities Act (ADA), Absences of Employees
- Policy and Regulation 4340: Restrictions on use of Electronic Devices (Tredyffrin/Easttown School District Employees)
- Policy and Regulation 5414: Electronic Devices: Use by Students
- Policy and Regulation 6138: Nonparticipation in Selected Instruction and State Assessments

4. Information

- Policy and Regulation 4450: Performance Improvement Plans for Professional Employees
- Regulation 7040: Use of District Facilities

5. Follow Up from Previous Policy Committee Meeting

- Policy and Regulation 7095: Service Animals in Schools
- Regulation 1300: Volunteers

6. Policies and Regulations for Review and Discussion

- Regulation 8100: Transportation
- Policy and Regulation 6190: Internet and Computer Networks
- Regulation 4480: Classroom Teacher Job Description

7. Future Meetings

The next meeting is scheduled for Thursday, November 12, 2015. This meeting will be held at TEAO in Room 200 at 6:30 p.m.

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
September 10, 2015
TE Administrative Offices, Room 200
7:00 p.m.**

Attending all or part of the meeting:

Board Committee Members: Kevin Buraks, Chair; Virginia Lastner

Other Board Members: Pete Motel

T/E School District Representatives: Rich Gusick, Mike Kristofco, Wendy Towle, Andrea Chipeco, Mike Szymendera, Jeanne Pocalyko, and Mark Cataldi

Community Members: None

Approval of the Minutes: The minutes of June 11, 2015 meeting were approved.

Public Comment: None

Review of Policies for 2nd Reading:

None

Information:

Regulation 5111: Ages of Admission – Kindergarten/First Grade

Revisions were made to this Regulation to reflect current practice and to provide the elementary schools with a new process if a parent/guardian requests early admission to first grade for his/her child in the District. The Regulation will move forward for administrative implementation and posting.

Regulation 5115: School Attendance Areas

The new townhome development in Chesterbrook was added to the New Eagle School attendance area. This revision does not affect any current resident as the townhomes are still in development. The Regulation will move forward for administrative implementation and posting. Once the developer receives approval from the township for official names of the streets, then the Regulation will be updated again.

Follow Up from Previous Policy Committee Meeting:

Policy 4200: Absences and Leaves Due to Illness, Injury and Disability and Regulation 4200: Leave Pursuant to the American with Disabilities Act (ADA)

Changes to the Policy were proposed to include the category of unused sick leave. The title of the Policy and Regulation will be renamed to use the same wording for both. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 21, 2015.

Policies and Regulations for Review and Discussion:

Policy and Regulation 6138: Nonparticipation in Selected Instruction and State Assessments

This new Policy and Regulation were introduced to establish procedures if a parent or guardian requests to opt-out of selected instruction, such as remediation for state mandated assessments, or the state assessments themselves. It was noted that the School Board has issued prior resolutions against high stakes standardized testing. Discussion followed on state regulations regarding PSSAs and Keystone Exams. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 21, 2015.

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

The title of this Policy and Regulation was changed to include the word Communication as noted above. Revisions to this Policy and Regulation were proposed to account for implementation of the bring your own device (BYOD) initiative at Conestoga. The definition of electronic communication devices was revised and moved from the Policy to the Regulation. Discussion ensued regarding student use of electronic communication devices before, during and after the school day. Student Network Acceptable Use Agreements (AUAs) for Secondary and Elementary students were added to the Regulations as attachments. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 21, 2015.

Policy and Regulation 4340: Restrictions on Use of Electronic Communication Devices (Tredyffrin/Easttown School District Employees)

The title of this Policy and Regulation was changed to include the word Communication as noted above and will be further changed to be similar to the title of Policy and Regulation 5414. The definition of electronic communication devices was revised and moved from the Policy to the Regulation. Wording will be added to specify that the only manner in which a cell phone or other electronic device can be used is for making or receiving calls while the vehicle is in motion. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 21, 2015.

Policy and Regulation 7100: 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. Discussion ensued about the American With Disabilities Act (ADA) and the appropriate procedures for an individual to utilize a service animal. The Policy and Regulation will be further discussed at the next Policy Committee meeting before it is sent to the Board of School Directors for a first reading.

Policy and Regulation 1300: Volunteers

It was noted that this Policy and Regulation needs to be reexamined due to a change in the law. The Policy and Regulation will be further discussed at the next Policy Committee meeting.

Policy and Regulation 6193: Web Content, Hosting and Maintenance

This Policy and Regulation was tabled until the next Policy Committee meeting.

Adjournment:

This meeting was adjourned at 9:50 p.m.

Future Meetings:

Upcoming Policy Committee meetings are scheduled for October 15 and 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 Administrative Offices, 740 West Valley Road, Suite 1700, in Room 200.

Absences and Leaves Due to Illness, Injury and Disability

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

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

For employees not covered by contract, sick leave will be accrued as indicated:

Full-time Employees

Ten-month Employees - Ten (10) days

Twelve-month Employees - Twelve (12) days

Part-time Employees

For part-time employees, sick time will be computed as follows:

Ten-month Employees - Ten (10) days times the full-time equivalency of the part-time employee

Twelve-month Employees - Twelve (12) days times the full-time equivalency of the part-time employee

Unused Sick Leave

~~For employees governed by a collective bargaining agreement or a group or individual contract, unused sick leaves accumulate as set forth in the applicable agreement. For all other employees, unused sick leave days are not accumulated from year to year, absent an approved Board resolution to the contrary.~~

Provisions Applicable to All EmployeesLimitations on Length of Leave

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

recommended pursuant to the ADA, the Board will apply the criteria set forth in the accompanying Administrative Regulation.

Long Term Disability

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

Medical Certification

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

Misuse of Sick Leave

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

{01131251 }Adopted: January 24, 1994
Revised: May 23, 1994
Reviewed: January 24, 2000
Revised: February 28, 2005
Reviewed: May 9, 2006
Revised: August 26, 2013

Absences and Leaves Due to Illness, Injury and Disability of Employees

Deductions and Suspensions for Cause

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

Leaves Due to Illness, Injury and Disability

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

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

Undue Hardship

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

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

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

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

Procedure

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

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

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

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

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

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

Reasonable Medical Documentation

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

~~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.

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

{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~~ 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 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

*Electronic Communication Devices: Use by Students*Definition

~~“Electronic devices” means a privately owned wireless and/or portable electronic piece of equipment that could include laptops, netbooks, tablets/slates, smart phones, music and video players, digital cameras, wearable electronics and handheld game devices.~~

Definition

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

Restrictions on Use of Electronic Communication Devices

Except where the use of electronic communication devices has been prohibited by law, students may possess electronic communication devices, as defined in the accompanying regulation, within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The administration shall have the right to regulate the use and possession of all electronic communication devices. In addition to limitations on use and possession imposed by the school administration, possession of electronic communication devices is subject to the following restrictions:

1. Students may not use electronic communication devices to conduct any activities which violate state and/or federal law, Board Policy, District Administrative Regulations, District Acceptable Use Agreements or school rules.
2. Students may not use electronic communication devices in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
3. Students may not use electronic communication devices or have them readily accessible when they are in restrooms, locker rooms ~~and in~~ other areas where individuals would have a similar expectation of privacy.

Notwithstanding the rules set forth above, electronic communication devices may be used:

1. at any time to respond to or report an emergency situation; and
2. when and as required pursuant to a student’s Individualized Education Program or Section 504 Service Agreement.

{01131280 } Adopted: September 27, 2004

Revised: February 22, 2010

Revised: May 27, 2015

First Reading: September 21, 2015

Tredyffrin/Easttown School District

Violations of this Policy may result in disciplinary action, including, but not limited to, suspension and/or expulsion.

{01131280 } Adopted: September 27, 2004
Revised: February 22, 2010
Revised: May 27, 2015
First Reading: September 21, 2015

Tredyffrin/Easttown School District

Electronic Communication Devices: Use by Students

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.

Guidelines:

The District prohibits the following uses of electronic communication devices, ~~as defined in the accompanying policy:~~

1. Use anywhere on District property that might violate the privacy rights or dignity of students and/or school staff,
2. Use anywhere on or off District property to commit academic fraud in relation to the District academic program,
3. Use in class or other location being used for instructional purpose, without explicit teacher permission; and
4. Use anywhere on District property at a volume or in a manner that creates a disturbance for staff or other students.

{01131282 } Adopted: August 23, 2004

Revised: February 22, 2010

Revised: May 21, 2015

Revised: July 31, 2015

Tredyffrin/Easttown School District

~~4.5. Use anywhere on District property during the school day that is in violation of the Tredyffrin/Easttown Student Network Acceptable Use Agreement (Attachment A and Attachment B), or the Tredyffrin/Easttown Network Bring Your Own Device (BYOD) Acceptable Use Agreement.~~

Absent explicit teacher permission to use a specified electronic communication device in class or other location being used for instructional purpose, student use of electronic communication devices shall be permitted inside District buildings during the school day in only the following locations, subject to the restrictions above:

1. Lobby area of each elementary and secondary school;
2. Hallway area of each elementary and secondary school;
3. Cafeteria area of each elementary and secondary school;
4. Conestoga High School Library; and
5. Conestoga High School internal courtyards.

Use of electronic communication devices is not prohibited in outdoor areas on District property, subject to the restrictions above.

Violations of this regulation ~~may result in~~ will subject the student to disciplinary consequences action, including, but not limited to, loss of use privileges, suspension and/or expulsion, depending on the severity of the offense, as determined by the Superintendent or his/her designee.-

Nonparticipation in ~~Selected-Specific~~ Instruction and State Assessments

Upon receipt of a written requests from ~~a-the~~ parent or guardian ~~of -a student, or the student themselves if they are an-~~ emancipated minor (as defined in the accompanying regulation), the student shall be excused from specific instruction or required state assessments conflicting with their religious beliefs in accordance with applicable law as set forth in the accompanying regulation. For purposes of this policy, -locally approved and administered assessments established pursuant to state law regarding state assessments are to be treated as state assessments.

*Nonparticipation in Specific Instruction and State Assessments*Definitions

“State assessment” means a valid and reliable measurement of student performance on a set of academic standards as measured by the Pennsylvania System of School Assessment or the Keystone Exams. For purposes of this regulation, locally approved and administered assessments established pursuant to 22 Pa. Code §4.24 are to be treated as state assessments.

“Emancipated minor” means a student under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. It is presumed that all enrolled students are not emancipated absent (1) a request by a student to be considered emancipated for school purposes; and (2) satisfactory evidence that the student meets the legal definition of an “emancipated minor” as set forth above.

Nonparticipation in Specific Instruction

State law requires that public school districts adopt policies and procedures to assure that parents or guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs, upon receipt by the school entity of a written request from the parents or guardians.

Parents and guardians of District students may review information about the District curriculum if they believe it may be in conflict with their religious beliefs by making arrangements with the Superintendent or designee. Attachment A shall be used for written requests from parents/guardians that their child be excused from specific instruction conflicting with their religious beliefs. The teacher will then assign the student alternate activities of equal merit. The only permissible educational activities for this purpose shall be in the nature of replacement instruction that is consistent with the goals set for the course or the school generally, in the sole discretion of the Principal, and that does not require the provision of any extra Tredyffrin/Easttown School District resources. The Superintendent or designee shall determine where the student shall report during the time the student is excused. All students excused from specific instruction shall be required to achieve the academic standards established by the District as necessary for graduation.

Nonparticipation in State Assessment

The parents or guardians of a student, or the student themselves if they are an emancipated minor, have the right to review a State assessment in the District during convenient hours for parents, guardians or emancipated minors, at least 2 weeks prior to the school’s administration of the assessment, to determine whether a State assessment conflicts with their religious beliefs. If upon inspection of a State assessment parents or guardians find the assessment to be in conflict with their religious beliefs and wish their student to be excused from the assessment, the right of the parents or guardians will not be denied upon written request to the Superintendent that states

the objection. The time frame for review may need to be shortened subject to the availability of the assessment.

Parents and guardians of District students may review state assessments if they believe they may be in conflict with their religious beliefs by making arrangements with the Superintendent or designee, once the exams arrive at the school. The Pennsylvania Department of Education Parent Confidentiality Agreement for each assessment must be signed. If, after reviewing the state assessment, the parents/guardians do not want their student to participate in the assessment due to a conflict with their religious beliefs, they must complete the attached form (Attachment B) prior to the beginning of the assessment to request their student be excused from the assessment. In the case of Keystone Exams, the student would need to complete the related project-based assessment aligned with the modules for the applicable Keystone Exam(s) in order to graduate.

Nonparticipation in Supplemental Instruction or Project-Based Assessment Required for Graduation

A student shall not be permitted to retake any Keystone Exam, or Keystone Exam module, in which the student did not score proficient or above unless the student has participated in a satisfactory manner in the required supplemental instruction offered by the District. Nonparticipation in supplemental instruction for religious reasons would disqualify the student from retaking the Keystone Exam. Furthermore, not participating in supplemental instruction excludes a student from qualifying for a waiver of the graduation requirements. Therefore, a student who does not participate in supplemental instruction must be proficient on the project-based assessment in order to graduate

According to the Pennsylvania Department of Education, “the religious opt-out does not apply to project-based assessments.” See <http://pba.pdesas.org/FAQ>.

Cross Reference: Policy and Administrative Regulation No. 5222, *State Assessments*

Attachment A

PARENT EXEMPTION FROM INSTRUCTION FORM To the Superintendent:

I request that my child, pursuant to Board Policy “Nonparticipation in Specific Instruction and State Assessment Programs,” be excused from the instruction set forth below as that instruction conflicts with my or my child’s religious beliefs.

SPECIFIC INSTRUCTION FROM WHICH MY CHILD IS TO BE EXCUSED:

STATEMENT THAT THE SPECIFIC INSTRUCTION CONFLICTS WITH MY OR MY CHILD’S RELIGIOUS BELIEFS:

I understand and acknowledge the following:

1. My child or I may request replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goals set for the course or the school generally, in the sole discretion of the Principal, and that does not require the provision of any extra Tredyffrin/Easttown School District resources.
2. The Superintendent or designee shall determine where the student shall report during the time the student is excused.
3. All students excused from specific instruction shall be required to achieve the academic standards established by the District as necessary for graduation.

Student's Name (PRINT)

Date of Birth _____

Parent/Guardian Signature _____

Date _____

NONPARTICIPATION IN STATE ASSESSMENTS FORM
(FOR STUDENTS UNDER THE AGE OF 18)

To the Superintendent:

I request that my child, pursuant to Board Policy Nonparticipation in Specific Instruction and State Assessments, be excused from the State Assessment Program as that program conflicts with my or my child's religious beliefs.

Name of the State Assessment _____

Date of administration of State Assessment _____

Student's name (print) _____ Date of Birth _____

Parent/Guardian signature _____(for students under the age of eighteen)

Date _____

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
Draft: April 4, 2014

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

A tenured professional employee who receives a summative rating of needs improvement or failing must be provided a Performance Improvement Plan. Unless an exception applies, no tenured professional employee of the District shall be dismissed prior to a twelve (12) month period (365 calendar days; not work days), for the purposes of implementing the Performance Improvement Plan, from the date of the overall summative evaluation of needs improvement or failing.

The following exceptions shall apply:

1. Exceptional Condition. Criteria for an abbreviated Performance Improvement Plan include the following, or other conditions that are of similar import:
 - Attempts at remediation fail. Administrative observations document that the tenured professional shows an accelerated decline in performance.
 - Although the administration has identified performance deficiencies and initiated the Performance Improvement Plan, parent and student concerns and complaints persist after a period of time within which improvement should have been demonstrated. The complaints, reviewed in an objective manner, are verified through documented observations by school administrators and support the administrator's decision to place the employee in the "Exceptional Condition" category.
 - It is clearly evident that the teacher fails to provide effective instruction. Upon examination, it is evident that students are not engaged, or teacher communications are not clear to students, or unsuitable instructional activities and materials are used, or there is a lack of adjustment to meet the needs of the students, or there is a lack of student assessment for instructional purposes. Evidence of this deficiency must come from several classroom observations.
 - The tenured professional teacher is unable to maintain an environment conducive to learning to the degree that such is harmful to students. This is characterized by chaos and conflict, with low expectations for learning, or no clear standards of student conduct, or poor use of physical space, or negative interactions between individuals. Examples might include unsafe acts of students that might cause physical or emotional harm to themselves or others or student acts or behaviors that are disruptive of the instructional process. Evidence of this deficiency must come from several classroom observations.

A Performance Improvement Plan may be reduced to no less than four (4) months duration when an exceptional condition occurs and can be substantially documented.

2. Progressive Discipline. In the event a professional employee engages in an offense or behaviors that would fall within one of the reasons set forth in Section 11-1122 of the Public School Code of 1949, the District maintains all rights including dismissal of an employee. The rights of the employee and Association under Section 11-1122 shall also be maintained. When the "unsatisfactory teaching performance" language of Section 11-1122 is applied, the 12 month Performance Improvement Plan timeline shall apply unless an Exceptional Condition is established.

In the application of this regulation, neither the Association, nor a professional employee, nor the District waives any rights under the collective bargaining agreement or laws or rules or regulations. The rights of the Association, and/or the professional employee, and/or the District should not be diminished by this regulation. The Association, professional employees, and the District retain all rights they have under the law relating to employee discipline or discharge.

1. Frequency of Evaluations

Temporary Professional Employees

~~The Pennsylvania School Code and T/E Policy 4450 require that temporary professional employees hired after June 30, 1996 be observed a minimum of six (6) times during the three year probationary period. Temporary professional employees shall be rated at least once each semester for a minimum of two (2) ratings each year.~~

Tenured Professional Employees

~~Tenured professional employees shall be rated at least once each year.~~

2. Procedures for Evaluations

~~Ratings will be done on the Tredyffrin/Easttown Alternate Evaluation Form and be based on the following categories:~~

- ~~1. Planning and Preparation~~
- ~~2. Classroom Environment~~
- ~~3. Instructional Delivery~~
- ~~4. Professionalism~~

~~At the end of each semester or school year, whichever applicable, designated raters will submit to the Superintendent a Tredyffrin/Easttown Alternate Evaluation Form containing the rating of each temporary and tenured professional employee ("rated employees"). The Superintendent of Schools shall sign all rating forms.~~

- ~~a. Ratings shall be done by or under the supervision of the Superintendent of Schools or, if so directed by him/her, the same may be done by a director, a supervisor or a principal, who has supervision over the work of the rated employee.~~
- ~~b. Each elementary temporary professional employee shall be observed in the classroom annually for a minimum of four forty five minute time periods. Each elementary tenured professional employee shall be observed in the classroom annually for a minimum of two forty five minute time periods. Non-classroom rated employees such as media specialists, nurses and counselors shall be observed on an ongoing basis throughout the school year. The observations and conferences will contribute to each rating.~~

- ~~e. Each secondary temporary professional employee shall be observed in the classroom for a minimum of four full classroom periods. Each secondary tenured professional employee shall be observed in the classroom for a minimum of two full classroom periods. Non-classroom rated employees such as media specialists, nurses and counselors shall be observed on an ongoing basis throughout the school year. The observations and conferences will contribute to each rating.~~
- ~~d. Certified administrative employees shall be evaluated on an ongoing basis throughout the school year leading to a rating on an approved alternative rating form.~~
- ~~e. A follow up conference regarding performance should be held as often as is practical with the rated employee and certified administrative employee as applicable in paragraph 1 (b) and (c) above.~~
- ~~f. Designated raters shall make the Tredyffrin/Easttown Alternate Evaluation Form available to the rated employee prior to the rated employee's rating conference for the purpose of self appraisal and for understanding of the rating process.~~
- ~~g. Within five (5) working days of the final observation, the designated rater will rate the performance of the rated professional temporary professional staff member using the Tredyffrin/Easttown Alternate Evaluation Form. Rated employees rated satisfactory do not receive a numerical rating. Any rating less than satisfactory in any category indicates a need for improvement and shall be substantiated by anecdotal records attached to the Tredyffrin/Easttown Alternate Evaluation Form, which shall be discussed with the rated employee. The Tredyffrin/Easttown Alternate Evaluation Form shall be signed and dated by both the designated rater and the rated employee at the completion of the conference. Signing the form does not signify agreement on the part of the rated employee, but merely that the form has been seen by and reviewed with the rated employee. If the rated employee refuses to sign the form in the space provided, such refusal shall be recorded and dated. The rated employee shall be notified in writing by the Superintendent of this notation within ten (10) working days. If a rated employee is rated unsatisfactory, the designated rater shall provide the Superintendent with a complete evaluation report, statements of reason for the unsatisfactory rating and supporting anecdotal records.~~

For the use of the Tredyffrin/Easttown Alternate Evaluation Form in the District, the following will apply:

- ** Leaving the category blank = satisfactory
- ** #15 = rated employee is in need of improvement
- ** #10 = rated employee is unsatisfactory in that area

There will be no cumulative totals used on the completion of the Tredyffrin/Easttown Alternate Evaluation Form.

A rating for a temporary professional is unsatisfactory upon either of the following occurrences:

- ~~1. One (1) category is rated unsatisfactory.~~
- ~~2. Two (2) or more categories need improvement.~~

~~A rating for a tenured professional is unsatisfactory upon either of the following occurrences:~~

- ~~1. Two (2) categories are rated unsatisfactory.~~
- ~~2. One (1) category is unsatisfactory and two (2) or more categories need improvement.~~

~~3. Unsatisfactory Ratings~~

~~Temporary Professional Employees~~

~~A temporary professional employee rated unsatisfactory will be officially notified by the Superintendent in writing of the unsatisfactory rating and that dismissal proceedings may be initiated after the first unsatisfactory rating.~~

~~Tenured Professional Employees~~

~~A tenured professional employee who is less than satisfactory in any area or category will be provided with a Professional Improvement Plan (copy attached and made part of this regulation) which will outline opportunities for professional development consistent with Act 178, the negotiated TEEA contract and Act 16 of 1996.~~

~~Following the tenured professional employee's annual rating conference the completed appraisal shall be submitted to the Superintendent for review and to the Superintendent of Schools for his/her signature. Following the Superintendent's review, the designated rating form may be returned to the designated rater for clarification or consistency. Each Tredyffrin/Easttown Alternate Evaluation Form shall be signed individually by the Superintendent. The final, signed Tredyffrin/Easttown Alternate Evaluation Form will be filed in the tenured professional employee's personnel folder.~~

May 5, 1994

**Tredyffrin/Easttown School District
Professional Improvement Plan**

The Tredyffrin/Easttown School District and the Tredyffrin/Easttown Education Association agree that excellence in education is the primary goal of each party. It is also understood that from time to time a member of the professional staff may be in need of improvement in any of the four (4) areas in which he/she will be evaluated using the PDE DEBE 5501. Implementation of this Plan shall be the responsibility of the rater in consultation with the Personnel Director and the Superintendent of Schools.

The intent of the Professional Improvement Plan is to provide the tenured professional employee with a period of two years from the date of formal notification in writing, known as Phase I, in which to demonstrate improvement. If no improvement is documented, dismissal proceedings may be started by the Superintendent.

Phases	Time Line Begins	Description of Phase
I	Day 1	The tenured professional is informed during a conference and in writing by an administrator of a performance concern. A mutually agreed upon time line, including areas in need of improvement and strategies for improvement, is set in writing. The agreed upon time line shall conclude not more than 45 calendar days after the written notification of performance concern.
II	Day 46	If the administrator determines that there has been inadequate improvement in the area(s) of concern by the professional as identified and documented in Phase I, during a conference the administrator shall notify the tenured professional in writing that the Plan is in force and that the beginning of a two-year cycle is effective on the date of the written notification of Phase I. The President of the TEEA is notified in writing by the Director of Curriculum of the PIP being formally started with a tenured professional.
III	1 year (365 calendar days) from Phase I notification	If the administrator determines that there has been inadequate improvement, the tenured professional is notified during a conference in writing that a less than satisfactory rating will be issued. If the administrator determines that there has been inadequate improvement after five months from the date of notification, an unsatisfactory rating on the PDE DEBE 5501 shall be issued to the tenured professional.

Phases	Time Line Begins	Description of Phase
IV	May begin on day 515, but not to exceed 525 calendar days from Phase I notification	If the administrator determines that there has been inadequate improvement, the first written unsatisfactory rating on the PDE DEBE 5501 will be issued to the Phase I notification tenured professional. In Section 4.03 of the TEEA negotiated contract, as amended or renumbered, the ideas set forth under "Professional Improvement" will be in force. The tenured professional is informed in writing during a conference that the final five month improvement period of the Plan has begun.
V	May begin on day 665, but not to exceed 685 calendar days from Phase I notification	If the administrator determines that there has been inadequate improvement during the previous five months, the second unsatisfactory rating on the PDE DEBE 5501 is issued to the tenured professional.
VI	Upon issuance of second unsatisfactory rating	The Superintendent may decide to begin dismissal proceedings.

General Statements

The following statements apply during the implementation of the Professional Improvement Plan.

- The administrator will make every attempt to hold informal discussions with the professional employee about performance concerns so that the professional can adequately improve performance before the PIP is initiated.
- In order for the PIP to be in effect, the administrator must notify in writing the Director of Curriculum and the Director of Instruction, Staff Development, and Planning that a professional is being placed on the PIP.
- In order for the District to fairly and accurately assess the performance of the professional employee, repeated observations are typically required. Such observations are not done and therefore should not be perceived as being done for the purpose of harassment. For this reason, complaints of harassment arising from the implementation of a PIP will not be recognized pursuant to the District's Complaint policy.
- A TEEA representative may accompany the professional to any PIP meeting with an administrator concerning the professional's performance.
- The professional employee may request the assistance of the Director of Instruction, Staff Development, and Planning.

- ~~During anytime within a phase when the administrator determines that the professional has demonstrated adequate improvement in the area of concern(s), the professional will be removed from the PIP.~~
- ~~At the discretion of the rater, after discussion with the Director of Instruction, Staff Development, and Planning and the Superintendent, the time line within a phase may be extended. The extension is put in writing by the rater and a copy of the extension is provided to the tenured professional; Director of Instruction, Staff Development, and Planning; the Superintendent; and the President of TEEA.~~
- ~~Throughout the Plan, strategies for improvement may be revised to meet the needs of a changing instructional situation.~~
- ~~At the beginning of each phase of the Plan, the administrator will make every attempt to notify the professional in writing during a conference.~~
- ~~If the professional voluntarily transfers to another team, grade level (K-8) or courses assigned excluding level of course (9-12) of assignment, or area of certification, the professional will move to the prior phase.~~
- ~~The professional who is involuntarily transferred to another area of certification or a grade level, four or more grade levels from the current assignment, will return to Phase I of the Plan. [Grade level of current assignment will be determined by the grade at which the professional spends majority of time.]~~
- ~~Throughout the regulation, all days are understood to be calendar days, unless otherwise noted.~~
- ~~The four-month period referenced in the "Exceptional Condition" of the PIP is understood to be a period of time equivalent to fourth months, excluding scheduled school closings, emergency closing days, and school recesses.~~

Exceptional Condition for Suspension of Professional Improvement Plan for a Tenured Professional Employee

~~The responsibility of the T/E school system is to ensure the high quality of education for each of its students. Infrequently some tenured professionals undergo a rapid decline in performance and do not respond to remediation attempts, ultimately failing to serve students effectively. This circumstance may arise because the tenured professional does not recognize the problem, the tenured professional is incapable of carrying out the Plan in a manner to resolve the problem, or the tenured professional lacks the respect of students necessary to carry out the Plan. Therefore, a provision to address this exceptional circumstance is necessary to ensure a high quality of education for students.~~

~~Criteria for suspension of the Professional Improvement Plan include, but are not limited to, the following:~~

- ~~1.—Attempts at remediation fail. Administrative observations document that the tenured professional shows an accelerated decline in performance. The professional could not enter the "Exceptional Condition" phase of the plan before the 46th day of the PIP.~~
- ~~2.—Although the administration has identified performance deficiencies and initiated the Professional Improvement Plan, parent and student concerns and complaints persist. The complaints, reviewed in an objective manner, are verified through documented observations by school administrators and support the administrator's decision to place the employee in the "Exceptional Condition" category. Complaints used to suspend the Professional Improvement Plan must pertain to teacher performance during the period that the Professional Improvement Plan was in effect.~~
- ~~3.—The examination of criterion referenced district tests among students of similar aptitude reveals clear discrepancies between performance of this teacher's students and those students of other instructors. In classes where District criterion referenced tests are not used, such as elementary, middle school, or special area classes, it is clearly evident that the teacher failed to provide effective instruction. Upon examination, it is evident that the goals of the planned course of study which enable students to master objectives are not being attained.~~
- ~~4.—The tenured professional teacher is unable to maintain an environment conducive to learning. Examples include, but are not limited to, unsafe acts of students, such as throwing objects, climbing out windows; or disruptive student behavior, such as constant talking when teacher is talking, asking questions unrelated to the lesson topic. Because of this unsatisfactory environment, teacher's attempts to instruct are ineffective. Such accounts as described above will not be accepted as facts without corroborating evidence. Further investigation will reveal that these accounts are valid, not hearsay.~~

~~No sooner than the 46th day that the professional employee is in the PIP, if the administrator determines performance has deteriorated to such a level, the professional employee shall be notified at a conference in writing of a first unsatisfactory rating. The procedure for tenured professional rating and dismissal is now governed by the School Code and the regulations of the Pennsylvania Department of Education (e.g., 22 PA Code 351.26, Act 16).~~

Procedures and Agreements

- ~~1.—It was agreed that the examples in criteria #4 would serve as, but not be limited to, descriptors of behaviors that indicate a rapid decline in professional performance.~~
- ~~2.—The procedure for implementation of the "Exceptional Condition" plan is as follows:
 - ~~▪ At a meeting the building principal will provide the professional with written factual documentation of the rapid decline in the professional's performance. The meeting will include the President of the TEEA; the professional; and the Director of Instruction, Staff Development, and Planning. The administration will present in writing to the professional~~~~

at this meeting a plan to bring about the needed improvement in the professional's performance.

- ~~At a meeting the administration will provide to the President of the TEEA and the professional written notification of a first unsatisfactory rating by the building administrator. The timeline for the evaluative process will be defined for the employee at this time in accordance with Act 16 of 1996, School Code (e.g. 22 Pa Code 351.26) and the regulations of the Pennsylvania Department of Education. The first unsatisfactory rating shall not be issued to the professional by the administrator before the 46th day of the PIP.~~
 - ~~The first unsatisfactory rating is issued to the employee at this meeting, the next school day will be recognized as the start of the four-month period as defined in Act 16 after which a second consecutive unsatisfactory rating may be issued to the professional employee. An improvement plan including a time line and expectations will be written by the administration and presented to the professional in writing during this meeting with the TEEA president and Director of Instruction, Staff Development, and Planning.~~
 - ~~A team of administrators including the building principal; assistant principal, if applicable; supervisor; Director of Curriculum; Director of Instruction, Staff Development, and Planning; and other administrators as needed will observe the professional during this four-month period and provide periodic feedback to the professional on the progress of attaining the specified improvement goals.~~
3. ~~A meeting shall be held at the conclusion of the four-month period after the issuance of the first unsatisfactory rating, as defined in Act 16, at which time the professional will be notified by the principal in writing one of the following: (1) that the professional will be removed from the PIP; (2) that improvement was made in the area(s) which caused the "exceptional condition" clause to be implemented, in which case the professional will resume the stage of the PIP where the "exceptional condition" clause was started; or (3) of the pending issuance of a second consecutive unsatisfactory rating in accordance with Act 16.~~
4. ~~The professional will be given 72 hours prior notice, excluding weekend days and holidays, to consider available options prior to the issuance of a second unsatisfactory rating by the administration.~~
5. ~~After the second unsatisfactory rating is issued to the professional, the Superintendent of Schools, at his/her sole discretion, may begin dismissal proceedings of the professional employee.~~

PIP Time Line Examples for a Tenured Professional

Phases	Sample Time Line	Description of Phase
I	October 1, 1993	Official acknowledgment about professional performance concern.
II	November 15, 1993	Tenured professional receives formal written notification that the Plan is in force, and that the two-year improvement cycle has begun at the date of Phase I.
III	October 1, 1994	The tenured professional is told that a less than satisfactory rating will be issued. If no improvement is demonstrated during the next five months from this date, an unsatisfactory rating will be issued on the DEBE.
IV	March 1, 1995	The tenured professional receives first unsatisfactory on the DEBE (5 months to improve). At Phase IV, written notification must be given to the tenured professional employee that the last five month improvement period of the Plan has begun.
V	October 1, 1995	The tenured professional receives second unsatisfactory.
VI		Superintendent may decide to begin dismissal proceedings.

Example II

Phases — Sample Time Line

- I — February 1, 1994
- II — March 15, 1994
- III — February 1, 1995

~~IV~~ June 15, 1995

~~V~~ February 1, 1996

~~VI~~

Definitions

Temporary Professional Employee

The term (TPE) shall mean any individual who has been employed to perform for a limited time the duties of a newly created position or of a position of a regular tenured professional employee whose service has been terminated by death, resignation, suspension or removal.

Rating of a Temporary Professional Employee (TPE) hired after June 30, 1996

A temporary professional employee must be notified as to the quality of service at least twice a year. No such employee shall be dismissed unless rated as unsatisfactory and notified in writing of an unsatisfactory rating. A temporary professional employee may be terminated if one unsatisfactory rating is earned under Section 1108(a) of the School Code for any of the reasons that a tenured employee may be terminated. A temporary professional employee whose work has been certified by the district superintendent or an intermediate unit executive director of the school district, during the last four (4) months of the third year of such service, as being satisfactory shall thereafter be a tenured professional employee within the meaning of the term. (Section 1108 of the Public School Code of 1949, as amended.)

Tenured Professional Employee (PE)

The term tenured professional employee shall include those who are certificated and tenured as teachers, supervisors, supervising principals, principals, assistant principals, vice principals, directors of vocational education, dental hygienist, visiting teachers, home and school visitors, school counselors, child nutrition program specialists, school nurses, school librarians and school secretaries, the selection of whom is on the basis of merit as determined by eligibility lists. (Section 1101 (1) and (3) of the Public School Code of 1949, as amended.)

Designated Rater

Ratings shall be done by or under the supervision of the superintendent of schools or, if so directed by him/her, the same may be done by an assistant superintendent, a supervisor, or a principal, who has supervision over the work of the tenured professional employee or temporary professional employee who is being rated. No unsatisfactory rating shall be valid unless approved and signed by the district superintendent. (Section 1123 of Public School Code of 1949, as amended.)

Detailed Appraisal of an Unsatisfactory Rating for a Tenured Professional Employee

1. When an unsatisfactory rating in any major category, I, II, III, or IV is given to a tenured professional employee, the rater must place a check in the block opposite the category designation on the PDE DEBE 5501 form.
2. A rating is unsatisfactory upon either of the following occurrences:
 - a. Two (2) categories are rated unsatisfactory; or

- ~~b. One (1) category is rated unsatisfactory and two (2) categories are rated as needs improvement.~~
- ~~3. Whenever an "unsatisfactory" or "in need of improvement" rating is given in any category, each such recorded rating must be stated and the specific circumstances supported by anecdotal records. The records must include specific details of the performance which is less than satisfactory in the event the services of an employee are to be discontinued. (A rating of less than 20 points in any category on the PDE DEBE 5501 shall be substantiated by anecdotal records and discussed with the employee.)~~
- ~~4. For use of the PDE DEBE 5501 in the District, the following will apply for tenured professional employees:
** #15 = tenured professional employee is less than satisfactory
** #10 = tenured professional employee is rated unsatisfactory in that area
** There will be no cumulative totals used on the form.~~
- ~~5. The unsatisfactory rating form must be signed by the Superintendent.~~

PDE DEBE 5501

~~The approved rating form for the District, as amended or supplemented from time to time by the Pennsylvania Department of Education.~~

Tredyffrin/Easttown Staff Development Professional Differentiated Assessment

The purpose of professional differentiated assessment is to align professional assessment with individual needs in professional development and to provide a non-threatening environment in which professionals explore new instructional practices. The professional differentiated assessment program will have three tracks; the underlying assumption is that professionals will grow in each of the three tracks. The assessment tracks will be identified as traditional, alternative and remediation.

The Traditional Track (described in pages 1-4 in this regulation)

The current method of assessment, which includes observation and evaluation using the DEBE and a summary statement of performance at year's end, will be known as the traditional track. Every professional will have the option to continue in the traditional track. All new teachers will remain in the traditional track for a period of three to five years, depending on prior experience. Every professional will need to be assessed on the traditional track to move into the alternative assessment track.

The Alternative Assessment Track

The method of assessment which includes self-nomination, participation in a qualifying year, selection of a goal(s) of significance which is a goal(s) with enough substance to sustain inquiry over a one-year period, and semester progress reports will be known as the alternative assessment track.

The purpose of the qualifying year is for the principal to validate that the teacher meets the district performance standards. The qualifying year is not a predictor or goal-setting year. No penalty is assessed for failing to qualify in year one. A principal will identify a cross section of 25% of the eligible staff in every qualifying year.

The goal(s) of significance will be developed by the professional and approved by the building principal at the conclusion of the qualifying year or during year one of the alternative assessment cycle. After the qualifying year, the professional will decide whether to enter a cadre group to establish a goal(s) of significance or to begin working immediately on the goal(s) of significance that has been approved by the building principal. If the professional does not develop a goal(s) of significance after the cadre year, the professional returns to the traditional assessment track for a minimum of one year.

The professional will have opportunities to develop goal(s) of significance. The cadre year may include, but will not be restricted to the use of the following processes in goal development: breaking routine, changing perspective, examining assumptions, and reading and discussing. As stated above, the professional may choose to enter the cadre year or to begin implementing the goal in year one after the qualifying year.

The process for entry into this track will involve

- ~~(1) a self nomination on the part of the professional;~~
- ~~(2) working in the qualifying process with the building principal;~~
- ~~(3) participation in the qualifying year. When the traditional form of assessment is being used to enable a professional staff member to move to the alternative assessment track, it will require a minimum of four observations, two scheduled and two unscheduled.~~

The following conditions apply during the years that the professional is in the alternative assessment cycle.

- ~~▪ There will be no formal observations.~~
- ~~▪ There may be drop in observations.~~
- ~~▪ The professional will conduct one conference per semester with the building principal. The purpose of the conference will be to report on progress toward the establishment of the goal. It is the responsibility of the professional to schedule and conduct the conference. The professional may ask for direction from the building principal at any time during the school year regarding the implementation of the goal(s) of significance.~~

The professional will remain in the alternative assessment track for a period of three years following the qualifying year unless any circumstances explicitly identified in the Professional Improvement Plan or in the Pennsylvania School Code are manifested. At the conclusion of the alternative assessment cycle, the professional returns to the traditional track. The professional may request to use this year as the qualifying year to return to the alternative assessment cycle.

Options After Qualifying Year

	Year One	Year Two	Year Three
Option 1	Goal(s)	Goal(s)	Goal(s)
Option 2	Cadre	Goal(s)	Goal(s)
Option 3	Goal(s)	Cadre	Goal(s)
Option 4	Original Goal(s)	Preliminary Work	Return to Original Goal(s)

The Remediation Track

The method of assessment which includes the elements of the Professional Improvement Plan will be known as the remediation track. All conditions explicitly stated and defined in the Professional Improvement Plan will serve as the components of this track. Any professional in this track is ineligible for the alternative assessment cycle for a minimum of one year after the plan is suspended.

Traditional	Alternative Assessment	Remediation
1. Observation	1. Self-Nomination	1. As defined in the Professional Improvement Plan
2. Evaluation on DEBE	2. Goal(s) of Significance	
3. Annual written summary statement	3. Semester Conferences to report on progress	
	4. Evaluation on DEBE	
	Qualifying Year*	
	4 Observations:	
	2 scheduled with pre/post conferences	
	2 unscheduled	

* Eligibility for Qualifying Year Completed Induction with a minimum of three to five years experience, depending on prior professional background.

Summary

The purpose of the Professional Differentiated Assessment program is to foster professional growth and development. The program recognizes that individuals learn and grow in different ways and that we exist in a dynamic environment which requires continuous acquisition of technical skills and content knowledge. The program combines the concepts of professional self-direction with lifelong learning. We believe that the multi-track system is sufficiently broad to provide appropriate support and to respond to the varied needs of the professional staff. The program will be reviewed on an annual basis by the President of TEEA and the Director of Instruction, Staff Development, and Planning for appropriate modifications and refinement.

{01139776 }Adopted: January 1980
Revised: April 1997
Revised: March 20, 2000
Revised: November 28, 2000
Revised: December 12, 2000
Revised: October 28, 2003
Revised: April 7, 2010
Tredyffrin/Easttown School District

Classifications

The following organizations are deemed to have Class B status:

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

Application Processing Procedures and User Requirements

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

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

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

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

Associated Fees and Charges

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

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

Insurance Requirements

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

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

Rules When Using District Facilities

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

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

Appendix A

Charges for Specific Use Classifications

Class A - criteria for charges

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

Class B - criteria for charges

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

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

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

Appendix B
Weekday Rental Fees

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

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

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

Appendix B
Weekday Rental Fees

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

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

Appendix B
Weekend Rental Fees

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

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

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

Appendix B
Weekend Rental Fees

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

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

Appendix C

LABOR RATES
(Includes Benefits)

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

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

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

Semester Block Fees for Class EE Users

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

September 2011-May 2012 Rates

Classroom \$690 per semester

Appendix D

Athletic Fields Availability

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

Seasonal Dates

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

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

Service Animals in Schools

Purpose

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, 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

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 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

**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: _____

*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 includes~~Tier 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~~ clearancecertifications. 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 ~~CLEARANCES~~ 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. Revised: ~~August 24~~ October 1, 2015

The following definitions are used to determine whether a volunteer requires ~~clearances~~ 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. 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.
- “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.

~~Volunteer: an adult applying for an unpaid position responsible for the welfare of a child or having direct contact with children. §6344.2~~

~~Person responsible for a child’s welfare: a person who provides permanent or temporary care, supervision . . . training, or control of a child in lieu of parental care, supervision, and control. The term includes any such person who has direct or regular contact with a child through any program, activity, or service sponsored by a school. §6302~~

~~Program, activity, or service: a public or private educational, athletic, or other pursuit in which children participate. The term includes, but is not limited to, the following: a youth camp or program; a recreational camp or program; a sports or~~

~~athletic program; an outreach program; an enrichment program; a troop, club, or similar organization. §6302~~

~~Direct contact with children: the care, supervision, guidance, or control of children or routine interaction with children. §6302~~

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.

~~To determine whether a volunteer needs clearances, one must ask under the definitions above: (1) whether he or she the volunteer is will be responsible for the welfare of a child or and (2) whether the volunteer he or she has will have direct contact with children.~~

~~The CPSL does not define “regular contact” or “routine interaction” although these terms are used in the definitions above. We therefore have looked to other statutes, interpretations, and discussions, both in Pennsylvania and elsewhere, as well as to standard dictionary definitions, to provide the following guidance in construing these terms in a common-sense, methodical way that is in line with what we consider to be the intent of the CPSL.~~

~~I. — Responsible for the welfare of a child: This means providing care, supervision, training, or control in the place of a parent on a direct or regular basis. This typically involves the coordination of, supervision of, or provision of care in a relationship of trust as a coach, instructor, leader, mentor, chaperone or other role. Direct contact can involve, among other things, face-to-face or hands-on assistance, standing by, or monitoring activities. The contact must be direct and immediate, rather than through an intermediary. Regular contact can mean contact on some typical, recurring, or consistent basis, and not contact that is one-time, sporadic, or on an emergency basis.~~

~~II. — Direct contact with children: This means providing care, supervision, guidance, or control or having routine interaction with children. Direct contact can involve, among other things, face-to-face or hands-on assistance, standing by, or monitoring activities. The contact must be direct and immediate, rather than through an intermediary. Routine interaction is ongoing contact that is part of the~~

~~volunteer's standard responsibilities; repeated; done as a normal part of a job, situation, or process; in accordance with established procedure; standard; or usual.~~

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

<p style="text-align: center;">TYPE OF VOLUNTEER OR VISITOR</p>	<p style="text-align: center;"><u>Step I.</u></p> <p><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> Is the individual responsible for the welfare of a child (this includes any individual standing in loco parentis with direct or regular contact with a child through any program, activity, or service sponsored by a school)?</p>	<p style="text-align: center;"><u>OR</u></p>	<p style="text-align: center;"><u>Step II.</u></p> <p><u>Does 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></p>	<p style="text-align: center;"><u>CLEARANCES CERTIFICATIONS REQUIRED?</u></p> <p><u>If the answer to EITHER Step 1 or Step II is "YES", certifications are required.</u></p>
<p>attend meeting in a private area with school administrator, teacher, or staff</p>	<p>one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children <u>No</u></p>		<p>one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children <u>No</u></p>	<p style="text-align: center;">NO INCIDENTAL VISITOR</p>
<p>attend performance in auditorium or</p>	<p>one is not providing care, supervision, training, or control</p>		<p>one is not assuming care, supervision, guidance, or control of children; this</p>	<p style="text-align: center;">NO INCIDENTAL VISITOR</p>

other common area; attend a sporting event or other extra-curricular activity	of children in lieu of parental care; there is no direct or regular contact with children <u>No</u>		does not involve routine interaction with other children <u>No</u>	
book fair (no students helping in booth)	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children <u>No</u>		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children <u>No</u>	NO
booster-club event	V very situationally-specific; no clear-cut answer can be given at this time		V very situationally-specific; no clear-cut answer can be given at this time	<u>Contact Principal for guidance</u>
chaperone for a dance or other school-sponsored event (including, but not limited to, field trips)	Yes, responsible for the welfare of children, — even though not necessarily direct or regular, in a position of trust and standing in place of parent		Yes routine interaction direct contact <u>No, if a one-time or infrequent event. N/A</u>	YES
class party help (if officially designated as such)	not <u>No, unless officially designated as a responsible volunteer responsible for the welfare of children.</u>		<u>No, if a one-time or infrequent event.</u> <u>Yes</u> routine interaction direct contact	<u>YES IF NO, UNLESS OFFICIALLY DESIGNATED, OTHERWISE INCIDENTAL VISITOR</u>
class pictures	not responsible for the welfare of children <u>No</u>		<u>Yes</u> routine interaction direct contact <u>No, no regular or repeated contact.</u>	<u>YES</u> <u>NO</u>
college recruiters on campus to talk with children	N ot a District volunteer		N ot a District volunteer	NOT A VOLUNTEER
concession stand worker (no students	not responsible for the welfare of children <u>No</u>		<u>no</u> routine interaction direct contact <u>No</u>	NO

working in the stand)				
concession stand worker (with students working in the stand)	V very situationally-specific; no clear-cut answer can be given at this time could be responsible for the welfare of children if a position of trust, and direct and regular		V very situationally-specific; no clear-cut answer can be given at this time yes direct contact and could be routine interaction	<u>Contact Principal for guidance</u>YES, IF RESPONSIBLE FOR WELFARE OF CHILDREN
current students age 18 or older volunteering to fulfill role in a school-sponsored program, club, or activity	N ot a volunteer under the terms of the statute (“an adult applying for an unpaid position”)		N ot 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 adult member of the community outside of school	S ame analysis would apply to the student as would apply to any other adult in the community applying for a volunteer position		s ame analysis would apply to the student as would apply to any other adult in the community applying for a volunteer position	ANALYSIS WOULD APPLY BASED ON POSITION - <u>Contact Principal for guidance</u>
drop off birthday cake or holiday treats	not responsible for the welfare of children No		no direct contact routine interaction No	NO INCIDENTAL VISITOR
field day assistance (or similar events like Fall Festival, for example)	perhaps standing in loco parentis (Only if responsible for the welfare of children) — similar to a chaperone in some instances — depends on their duties		yes direct contact No, no regular or repeated contact	<u>YES POSSIBLY, DEPENDS ON SPECIFIC DUTIES - Contact Principal for guidance</u>
grandparents’ day	not providing care, supervision, training, or control of children in lieu of parental care; no direct or regular contact with		not assuming care, supervision, guidance, or control of children; does not involve routine interaction with other children No	NO INCIDENTAL VISITOR

	children <u>No</u>			
guest speaker or participant in career day or similar event to share information with students	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children <u>No</u>		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children <u>No</u>	NO INCIDENTAL VISITOR
job shadowing – an individual allows a student to visit his or her place of business	<u>No</u> , not assuming responsibility as a school volunteer <u>or for the welfare of a child</u>		not assuming responsibility as a school volunteer <u>No</u> .	NO
make a delivery to the school	not responsible for the welfare of children <u>No</u>		no direct contact <u>routine interaction</u> <u>No</u>	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)	one is not providing care, supervision, training, or control of children in lieu of parental care; no direct or regular contact with children <u>No</u>		one is not assuming care, supervision, guidance, or control of children; does not involve <u>no</u> routine interaction with other children <u>No</u>	NO INCIDENTAL VISITOR
pick child up from school	one is not providing care, supervision, training, or control of children in lieu of parental care; no direct or regular contact with children <u>No</u>		one is not assuming care, supervision, guidance, or control of children; does not involve <u>no</u> routine interaction with other children <u>No</u>	NO INCIDENTAL VISITOR
produce play or performance, concert, or other curricular/co-curricular, or extracurricular activity	responsible for the welfare of children <u>Yes</u>		routine interaction with other children <u>yes</u> direct contact <u>Possibly, depending on whether contact is regular, repeated.</u> –N/A	YES
PTO-sponsored event	<u>V</u> ery situationally-specific; no clear-cut answer can be		<u>V</u> ery situationally-specific; no clear-cut answer can be given at	<u>Contact Principal for guidance</u>

	given at this time		this time	
routine classroom help (daily, weekly, or other periodically-scheduled help, including Achievement Center)	responsible for the welfare of children Yes		routine interaction with other children yes direct contact Yes N/A	YES
special classroom projects	V very situationally-specific; no clear-cut answer can be given at this time not responsible for the welfare of children		V very situationally-specific; no clear-cut answer can be given at this time routine interaction with other children yes direct contact	<u>Contact Principal for guidance</u> YES
sports coach	responsible for the welfare of children Yes		routine interaction with other children yes direct contact Yes N/A	YES
assist with mailings and other clerical duties (no student contact)	No		No	<u>NO</u>
lobby sales/sign-ups including but not limited to gym suits, ticket sales, internship forms	No		No	<u>NO</u>
drivers transporting students to/from District-sponsored activities	Yes		N/A	<u>YES</u>
CPR Instructors	Yes		N/A	<u>YES</u>
health screening assistants (height and weight measurements)	Yes No		N/A No	<u>YES</u> No
Volunteer	Yes		N/A	Yes

nurses

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. 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.

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

{01142128 }Revised: August 19, 2010

Revised: January 28, 1994

Revised: October 12, 2006

Revised: August 18, 2010

Reviewed: February 14, 2014

A schedule of bus routes shall be published 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.
- 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 _____

Revised: October, 2015

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 pornography, 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 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.

{00819221 }Adopted: March 25, 1996

Revised: June 4, 2001

Revised: December 2, 2002

Revised: January 26, 2009

Draft: October 15, 2013

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 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.

{00830840 }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, 2013

Classroom Teacher Job Description

Title:

Position: Classroom Teacher
Department: Certified

Reports to:

Principal or Designee

Job Goal:

To guide students toward gaining knowledge and skills in order to become productive citizens.

Standard Qualifications for Position:

1. Pennsylvania teaching certification in appropriate field.
2. Bachelor's degree required; Master's degree preferred.
3. Strong GPA in major area; evidence of rigorous college program.
4. Related teaching experience preferred.
5. Outstanding personal/interpersonal communication skills; openness towards parent conferences.
6. Experience with technology in facilitating instruction.
7. Excellent organizational and neatness skills; ability to keep concise records.
8. Sensitivity to the developmental stages and well being of children.
9. Willingness to be flexible in terms of teaching assignment within the school setting.

Essential Functions and Responsibilities of Position:

1. Creates a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students.
2. Guides the learning process toward the achievement of established District curriculum goals, establishes and communicates clear objectives to the students for all lessons, units, and projects.
3. Strives by instruction and action to employ the District's philosophy of education, instructional goals and objectives, and performance expectations.
4. Assesses the accomplishments of students on a regular basis, provides progress reports as required, and communicates with parents as directed by the principal.
5. Maintains accurate, complete, and correct records as required by the law, District Policy and Administrative Regulation.
6. Develops a code of conduct for the classroom which is consistent with established Administrative Policies and develops rules of classroom behavior which are enforced in a fair and just manner.
7. Employs a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including current technology and whole-group/small-group learning.
8. Prepares for classes and shows written evidence of preparation upon request of immediate supervisor.

9. Seeks the support of district specialists when concern regarding student progress arises.
10. Provides age-appropriate communication with students on instructional expectation and keeps them informed of their progress in meeting those expectations.
11. Manages allotted learning time to maximize student achievement.
12. Ensures the classroom and/or instructional environment is attractive, healthful, safe and conducive to learning and that materials are in good condition and accessible to students.
13. Attends District meetings and serves on District committees as required.
14. Participates in in-service and staff development activities and staff meetings as required or assigned.
15. Maintains an ongoing program of professional growth that satisfies District requirements but also satisfies personal expectation as a professional.
16. Attends established traditional school-sponsored activities (i.e, back-to school night, open house, and other activities customarily attended by classroom teachers and/or faculty members.)
17. Participates in curriculum related and programmatic activities that are a part of the regular District program.
18. Participates in the preparation of letters of recommendation for students going to other schools or programs or applying to colleges, with the understanding that recommendations are completed at the discretion of the teacher and are confidential as stipulated by the recommending teacher. When a teacher has accepted requests ~~for~~ from more than 15 students to write recommendations, the teacher may request a half day of release time from the building principal. The principal and teacher will mutually agree on the actual day of the release time. Alternatively, the principal may provide the teacher with an amount of released time from other assigned activities equivalent or greater than a half day in lieu of the half day of release time.
19. Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law.
20. Ensures that fees for courses are collected, where applicable.
21. Establishes partnerships with the community as appropriate in support of the academic program.
22. Provides opportunities for students to compete in local, state and national contests (ex. American Math Exam, National Latin Exam, Central League Writing Contest, etc.) as appropriate in support of the academic program and with the approval of administration.
23. Accepts responsibility for partnerships in the Senior Internship Program as a mentor or sponsor when the teacher has agreed to serve in this capacity.
24. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. As appropriate, the Classroom Teacher will be required to follow any other job related instructions and perform other job related duties directed by the Building Principal.

Physical Requirements of Job Functions:

Standing	0-4 hours at a time	1-7 hours per day
Walking	0-2 hours at a time	1-2 hours per day
Sitting	0-2 hours at a time	0-5 hours per day

Driving

Occasionally

Occasionally

Essential Functions Measured in Terms of Frequency:

DEFINITIONS:

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

I. Body Movement

- | | |
|-------------------|--------------|
| 1. Bend/Stoop | Frequently |
| 2. Squat/Crouch | Occasionally |
| 3. Climb | Occasionally |
| 4. Crawl | Not at all |
| 5. Overhead reach | Occasionally |
| 6. Shoulder reach | Frequently |
| 7. Kneel | Occasionally |
| 8. Twisting | Occasionally |

II. Lifting

- | | |
|---------------|--------------|
| 1. 0-10 lbs. | Frequently |
| 2. 11-20 lbs. | Occasionally |
| 3. 21-40 lbs. | Occasionally |

Additional Comment: Lifting or carrying refers to office supplies, weighing no more than 40 lbs. May occasionally climb flights of stairs in or around building.

III. Repetitive Movement

- | | |
|---------------------------|------------|
| 1. Feet (both) | Not at all |
| 2. Hands (both) | Constantly |
| typing/writing | |
| fine manipulation | |
| simple grasping | |
| light pushing and pulling | |

Terms of Employment:

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

Evaluation:

Annual review by building principal or designee in accordance with Board Policy and state regulations.

**Please note: The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*