

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

Board Committee Members: Kevin Buraks, Chair; Todd Kantorczyk, Kate Murphy, Ed Sweeney
Other Board Members: Virginia Lastner
T/E School District Representatives: Rich Gusick, Ken Roos, Mark Cataldi, Oscar Torres, Jeanne Pocalyko, Chris Groppe, Mike Szymendera

Community Members: Heather Ward, Tina Whitlow, Doug Anestad

Approval of Minutes: The minutes of the May 18, 2017 meeting were approved.

Public Comment

Doug Anestad commented on the communication of meeting dates and times, as well as Regulation 5455: Homeless Students, Regulation 5113: Procedures for Enforcing School Attendance, Regulation 5461: Maintaining Appropriate Boundaries with Students, and Regulation 6193: Web Content, Hosting and Maintenance

Heather Ward commented on Regulation 5436: Reporting Suspected Child Abuse, Regulation 5461: Maintaining Appropriate Boundaries with Students, and Regulation 6193: Web Content, Hosting and Maintenance

Review of Policies for 2nd Reading

None

Information

None

Follow Up from Previous Policy Committee Meeting

None

Policies and Regulations for Review and Discussion

Regulation 2200: Administrative Organizational Chart

This Regulation was revised to reflect the new title of Director of State and Federal Programs.

Regulation 5455: Homeless Students

This Regulation specifies the implementation of the law for homeless children and youth and governs entitlements to students who are deemed homeless. The District's Director of State and Federal Programs serves as the designated liaison for homeless students. This Regulation will be brought back to the committee after further revisions.

Policy and Regulation 4030: Appointment of Employees and Required Clearances

The title of Policy and Regulation was revised to use the term Certifications instead of Clearances. Employees are required to obtain certifications for child abuse, PA State Police criminal record check and FBI criminal record check as a condition of employment, and they must be renewed every 60 months. Information about how to apply for and obtain employment certifications can be found on the District website, and also the Pennsylvania Department of Human Services' website. Individuals

whose background check/certifications reveal an offense that would disqualify the individual from obtaining work in the District under applicable law shall not be considered for employment. Policy 4040: Obligation to Report Driver's License Suspensions and Revocations and Policy 4041: Obligation to Report Criminal Offenses will be listed as cross-references. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 25, 2017. Regulation 4030 is being revised and returned to the Committee for further review and discussion.

Policy and Regulation 4035: Dress and Appearance

This existing Policy and Regulation specifies guidelines to appropriate dress and appearance, as well as restrictions to the promotion of religion and political advocacy for District employees only. Revisions were made to apply the same requirements for non-District employed aides and other professionals while performing services to the District. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 25, 2017. Regulation 4035 was approved as presented.

Regulation 5113: Procedures for Enforcing School Attendance

This Regulation was revised in May 2017 as the State issued new attendance legislation that went into effect at the start of the current school year. The new law defines truancy as having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. Habitually truant is defined as six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. The Regulation contains a list of reasons for excused absences, school responses and procedures for unexcused absences and templates for parent/guardian notification. Parents/guardians will be notified via email and phone on the day of an unexcused absence for their child. The most recent revisions include updated wording to the email notification, as parents/guardians may reply to the email indicating the appropriate excuse for the absence. Regulation 5113 was approved as presented with minor revisions.

Policy and Regulation 5436: Reporting Suspected Child Abuse

This Policy was revised to specify that the term mandated reporters is defined in the accompanying Regulation. All school employees are required to report suspected child abuse if the person has reasonable cause to suspect that a child is a victim of child abuse. In compliance with the law, engaging a child in trafficking was added to the list of reportable offenses. A direct link to the State's electronic reporting system for suspected child abuse was updated in the Regulation. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 25, 2017. Regulation 5436 was approved as presented.

Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students

This Policy and Regulation address a range of behaviors that includes unlawful or improper interactions with students. All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. The Policy was reviewed and non-substantive changes were made for readability and clarity. The Regulation was revised to include the definition of a "District Employee." Other terms that are defined in the Regulation, such as "legitimate educational reason" and "electronic communication," will be moved to the beginning of the Regulation. Additional examples of conduct that could or may violate professional boundaries were specified. Furthermore, District Employees are prohibited from allowing a student to use their cell phone or other personal electronic device, except in an emergency situation. District Employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating

with students that are not specifically authorized. If a District Employee plans to use electronic or digital messages, including text messages, then permission must be obtained from the student's parent/guardian and the building Principal. In the case where a personal relationship exists or develops between a District Adult and a student's family, the District Adult is strongly encouraged to maintain professional boundaries and has the burden to demonstrate that the student's parent/guardian had actual knowledge of and consented with the conduct deviating from the professional boundaries as specified in the Regulation. Any adult who is aware of or suspects a violation of the Regulation shall immediately notify the Superintendent or an administrator. Questions or concerns about the Policy or Regulation should be directed to the Director of Assessment and Accountability or building Principal. Regulation 5461 is being revised and returned to the Committee for further review and discussion.

Policy and Regulation 1126: Website Accessibility

This new Policy and Regulation are part of the continued efforts to ensure the District's website is accessible to all visitors. In accordance with best practices set forth by the Office of Civil Rights, the intention of this Policy and Regulation is to affirm the District's commitment to making all new, newly-added, or modified online content and functionality accessible to people with disabilities as measured by conformance to industry standards for web content. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 25, 2017. Regulation 1126 was approved as presented with minor revisions.

Regulation 6193: Web Content, Hosting and Maintenance

The District's Media Consent Form, which requires parental permission to post student work, student photographs and student first and last names on web pages, was updated to include the District's social media pages. The consent form does not cover photos taken by parents, guardians or other classroom guests attending classroom activities and events. Regulation 6193 was approved as presented with minor revisions.

Future Meetings

Additional meetings are scheduled for Wednesday, October 18, 2017 and Thursday, November 9, 2017. The remainder of the meetings for the 2017-2018 school year will be determined and published at a later date. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

Adjournment

The meeting adjourned at 9:29 PM.

2017 Policy Committee Goals:

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