

Policy Committee Agenda
September 15, 2026 – 7:00 p.m.
Room 200, T/E Administration Offices

- **Review of Minutes of the May 5, 2026 Policy Committee Meeting**
- **Public Comment on Agenda Items**
- **Review of Policies for 2nd Reading**
 - None
- **Information**
 - None
- **Follow Up from Previous Policy Committee Meetings**
 - None
- **Policies and Regulations for Review and Discussion**
 - Policy 1313: Accident Reporting
 - Regulation 2124: Director of Special Education – Duties
 - Regulation 2129: Director of Safety and Student Services – Duties
 - Regulation 2130: Supervisor of Special Education – Duties
 - Regulation 2131: Supervisor of Community and Student Services – Duties
 - Policy and Regulation 2200: Administrative Organization
 - Regulation 4025: Code of Civility (TESD Employees)
 - Regulation 5423: Self-Harming Behavior
 - Regulation 5435: Life-Threatening Communicable Diseases
 - Regulation 5455: Homeless Students
 - Policy and Regulation 8040: Safety and Security
 - Regulation 3380: Travel Reimbursement
 - Policy 4020: Conflict of Interest and Disclosure of Confidential Information - Prohibition (TESD Employees)
 - Policy 9360: Conflict of Interest (Organizational and Board Members)
 - Policy and Regulation 5001: Enrollment and Registration Requirements and Verification of Student Residency
 - Policy and Regulation 5113: Procedures for Enforcing School Attendance
 - Policy and Regulation 5401: Student Discipline
 - Policy and Regulation 5406: Administration of Medication to Students
 - Regulation 7040: Use of District Facilities

- Policy 8010: Operation of Plant: Holiday and Weekend Schedules
- Policy and Regulation 8011: Maintenance of Buildings & Grounds
- Policy 8012: Integrated Pest Management

- **2026-2027 Policy Committee Goals**

- **Public Comment on Non-Agenda Items**

- **Summary of Action Items from the Meeting**

- **Future Meetings**

Future Policy Committee meetings for the 2026-2027 school year are scheduled for October 6, November 4, January 5, February 2, March 2, April 6, and May 4. Unless advertised otherwise, all meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

2025-2026 Policy Committee Goals:

1. Identify and examine critical issues facing the District from a Policy and Regulation perspective.
2. Review Policies and Regulations for alignment with the District's racial equity and cultural awareness goals, as well as potential negative and disproportionate impacts on persons of color, and to revise those Policies and Regulations as needed.
3. Review existing and develop new Policies and Regulations in response to legal requirements, administrative recommendations, Board priorities, community input, and external issues.
4. Communicate Policy and Regulation revisions to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
5. Continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated, or repealed.

Draft Pending Approval
Policy Committee Meeting Minutes
Tuesday, May 5, 2026
T/E Administrative Offices, Room 200
7:00 p.m.

Board Committee Members: Rachel Weil, Chair; Dr. Roberta Hotinski, Dr. Julie K. Mesaros, Dr. Henry Zink

Other Board Members: Sue Tiede

T/E School District Representatives: Dr. Richard Gusick, Mark Cataldi, Art McDonnell, Anne Marie Amatuucci, Ken Roos

Attendees: None

Review of Minutes

The minutes of the April 20, 2026 meeting were reviewed and recommended for approval at the next Board meeting.

Public Comment on Agenda Items

None

Review of Policies for 2nd Reading

Policy and Regulation 3295: District-Initiated Real Estate Tax Assessment Appeals

Revisions to the Policy are based on recommendations by the District's Tax Appeal Counsel.

The Policy will be sent to the Board of School Directors for a second reading at their meeting on May 26, 2026.

Policy and Regulation 7070: Reporting of Theft of or Unlawful Damage to District Property

Revisions to the Policy include filing a police report as determined appropriate by the Superintendent or Business Manager or required by applicable law. The Policy will be sent to the Board of School Directors for a second reading at their meeting on May 26, 2026. The Regulation was revised to clarify the reporting process and who needs to be involved and notified. The Regulation will go into effect upon adoption of the Policy.

Policy and Regulation 8120: Food and Nutrition Services

The Policy was revised to comply with a recent state audit by not allowing adults to purchase food on credit or to create a negative balance. The Policy will be sent to the Board of School Directors for a second reading at their meeting on May 26, 2026. Revisions to the Regulation went into effect after the April 20, 2026 Policy Committee meeting.

Information

None

Follow Up from Previous Policy Committee Meeting

Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students

The Policy was revised to clarify the definition of Adults, as well as to include the definitions of Electronic communication, Legitimate educational reasons, and Student that were in the Regulation. The information from the section titled "Electronic and Other Communications between District Adults and Students" was moved to the Regulation. In addition, the Regulation was further revised to

include guidelines, limitations, and/or restrictions related to social media accounts and to emphasize group messaging for sports and other activities needs to be approved by the parent/guardian and principal in advance and must only be used when necessary. The Policy will be sent to the Board of School Directors for a first reading at their meeting on May 26, 2026. The Committee supported sending the Policy to the Board of School Directors for a second reading at their meeting on June 8, 2026. The Regulation will go into effect upon adoption of the Policy.

Policies and Regulations for Review and Discussion

Policy 6195: Title I Parent/Family Engagement

The Policy was updated based on information regarding the state's audit, as well as a definition for Title I. The Policy will be sent to the Board of School Directors for a first reading at their meeting on May 26, 2026. The Committee supported sending the Policy to the Board of School Directors for a second reading at their meeting on June 8, 2026.

The following Policies were updated for clarification. In addition, Conestoga High School (CHS) Athletic Complex was added to the title of #7041. The Policies will be sent to the Board of School Directors for a first reading at their meeting on May 26, 2026. The Committee supported sending the Policies to the Board of School Directors for a second reading at their meeting on June 8, 2026. Rental fees, labor rates, and time availability were updated in the Regulations.

Policy and Regulation 7040: Use of District Facilities

Policy and Regulation 7041: Use of District Facilities - Teamer Field

Policy and Regulation 7042 Use of District Facilities - The Valley Forge Elementary School Tennis Courts

The following Policies had no revisions, so they will be marked as reviewed and go into effect immediately along with revisions to their accompanying Regulations.

Policy and Regulation 7090: Sale or Disposal of District Property and Equipment

Policy and Regulation 7101 Solicitation of Donations to the District's General Fund

Public Comment on Non-Agenda Items

None

Future Meetings

Policy Committee meetings for the 2026-2027 school year will be determined at a later date and posted on the District website.

Adjournment

The meeting was adjourned at 9:31 p.m.

Accident Reporting

The Board requires that all injuries of visitors occurring on school property shall be reported to the school nurse by the building administrator or designee. These, in turn, will be reported to the Director of ~~Safety and Student Services~~ Individualized Student Services as soon as practicable.

Director of Individualized Student Services ~~Special Education~~ - Duties

Responsible for:

1. Managing and evaluating all District provided special education services.
2. Acting as liaison and District representative to the Chester County Intermediate Unit and out of District placements providing special education programming to District students in public and private placements.
3. Supervising special education and student services legal compliance based on Federal and State laws and District policies and regulations and overseeing related legal proceedings.
4. Developing and managing student services and special education cost center budget, State and Federal reporting for Contingency reimbursement, Act 16 funding, and IDEA grant.
5. Monitoring special education and student services staffing and staff development.
6. Reporting periodically to Board of School Directors regarding special education spending.
7. Overseeing the School-Based Access Program (SBAP) / Medical Access program.
8. Acting as the administrative liaison to Better Understanding of Individual with Learning Differences (BUILD).
- ~~9. Supervising all personnel reporting to them.~~
- ~~10.~~ 9. Developing and managing special education and student services summer and Extended School Year programming.
10. Overseeing the Early Intervention School Age Transition process and the secondary transition processes.
11. Managing and evaluating all District-supported student services, multi-tiered intervention process, gifted support, and Section 504 agreements.
12. Managing District services related to students designated as homeless and completing required State reports.
13. Managing District services related to students designated as Foster Care and completing required State reports.
14. Providing for the needs of students by coordinating the efforts of school nurses and physicians, school psychologists, related service providers, and mental health specialists.

15. Managing District homebound and home education and completing required State reports.
 16. Developing and managing student services and special education cost center budget, State and Federal reporting for Contingency reimbursement, Act 16 funding, and IDEA grant.
 17. Reporting periodically to Board of School Directors regarding special education spending associated with this role.
 18. Supervising all personnel reporting to them, including District mental health specialists, school psychologists, and multi-tiered intervention teachers at the secondary level
- ~~11.~~19. Performing such other duties and responsibilities as assigned by the Superintendent

Reports to Superintendent of Schools

Adopted: August 1978
Revised: April 1996
Revised: November 2004
Revised: November 12, 2015
Revised: October 1, 2019
Revised: January 5, 2021
Revised: August 31, 2021

~~Director of Safety and Student~~ District Safety Coordinator Services – Duties

Responsible for:

1. ~~All responsibilities related to the supervision of~~Supervising school security staff.
2. Reviewing the policies and procedures related to school safety and security regarding compliance with Federal and State laws regarding school safety and security.
3. Coordinating professional development, training, and resources for students and school staff in matters relating to situational awareness, trauma-informed education awareness, behavioral health awareness, suicide and bullying awareness, substance abuse awareness, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.
4. Reviewing, maintaining, and updating the District Emergency Operations Plan, Crisis Response Plan, and Crisis Recovery Plan to ensure compliance with applicable laws, regulations, and best practices.
- 4.5. Coordinating school safety and security assessments.
- 5.6. Reviewing District emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat.
7. Collecting, compiling, and coordinating the submission of the District's annual Pennsylvania Safe Schools Report in accordance with state requirements.
- 6.8. Serving as administrative facilitator of the District Safety Committee.
- 7.9. Serving as the liaison to law enforcement, and other organizations on matters of school safety and security.
- 8.10. Presenting annually to board of school directors regarding District's current safety and security practices and identifying strategies to enhance school safety and security.
- 9.11. Coordinating a tour of District buildings and grounds biennially or when a building is first occupied or reconfigured with the law enforcement agencies and first responders that are primarily responsible for protecting and securing the District.
- 10.12. Serving as the coordinator for District response to health threats.
1. ~~Managing and evaluating all District-supported student services, multi-tiered~~

~~intervention process, gifted support, and Section 504 agreements.~~

- ~~2. Supervising District mental health specialists.~~
- ~~3. Managing District services related to students designated as homeless and completing required State reports.~~
- ~~4. Managing District services related to students designated as Foster Care and completing required State reports.~~
- ~~5. Providing for the needs of students by coordinating the efforts of school nurses and physicians, school psychologists, related service providers, and mental health specialists.~~

~~11.~~13. Monitoring District and Charter School attendance procedures and providing support for school-based attendance officers.

- ~~6. Managing District homebound and home education and completing required State reports.~~

~~12.~~14. Acting as liaison for Child Abuse reporting, substance use and abuse prevention.

- ~~7. Developing and managing student services and special education cost center budget, State and Federal reporting for Contingency reimbursement, Act 16 funding, and IDEA grant.~~
- ~~8. Reporting periodically to Board of School Directors regarding special education spending associated with this role.~~

- ~~9. Supervising all personnel reporting to them.~~

15. Coordinating and leading District responses to reports submitted through the Safe2Say Something program, ensuring timely investigation, documentation, communication, and follow-up.

16. Providing administrative and operational support for District-related emergency 911 calls and emergency response coordination.

17. Providing leadership, guidance, and oversight for District threat assessment teams to ensure consistent implementation of established protocols and procedures, as well as conducting required training programs.

~~13.~~18. Developing, updating, and coordinating the renewal of biannual Memoranda of Understanding (MOUs) with the Tredyffrin Township and Easttown Township Police Departments.

19. Coordinating the administration, analysis, and dissemination of Pennsylvania Youth Survey results to support District planning, prevention, and student wellness initiatives. Serving as the District lead for suspicious stranger reports and stay-away notices, and coordinating investigations, communications, documentation, and follow-up actions with appropriate stakeholders.
 20. Collaborating with school administrators, law enforcement agencies, emergency responders, and community partners to strengthen District-wide school safety, emergency preparedness, and crisis response efforts.
- ~~14.~~21. Performing such other duties and responsibilities as assigned by the Superintendent.

Reports to Superintendent of Schools

Supervisor of Special Education - Duties

Responsible for:

1. Directing assigned special education programs in compliance with Federal and State regulations and in collaboration with building administration.
2. Participating in the District teacher selection process.
3. Assisting building administration in hiring and supervising special education support staff.
4. Conducting observations of professional staff members.
5. Facilitating articulation of student transition across grade levels and to/from placements outside of the District.
6. Supporting the design and delivery of staff development programs.
7. Assisting with special education data collection and annual state reporting requirements.
8. Directing para-educator training programs according to State requirements.
9. Assisting with selection of instructional materials for students with disabilities.
10. Assisting with development and implementation of District Special Education Plan.
11. Developing special education staffing projections in accordance with State guidelines.
12. Directing the administration and reporting of PASA and PSSA-M assessments; collaborating with curriculum supervisors in analysis of student performance.
13. Serving as the administrative liaison to the CCIU Special Education Advisory Committee
14. Performing such other duties and responsibilities as assigned by the Director of ~~Special Education~~ Individualized Student Services.

Reports to the Director of ~~Special Education~~ Individualized Student Services

*Supervisor of Community and Student Services - Duties*Responsible for:

1. Servinge as a liaison between the building administration and Conestoga High School Class Parent Organizations/Middle School PTO/Elementary PTO/HSA to address needs and initiatives and facilitate regular meetings with presidents.
2. Coordinatinge and/or assisting with parent-led and/or volunteer-led school events.
3. Recruiting, managinge, and retaining volunteers as needed and ensuringe volunteers meet all District requirements.
4. Providinge ongoing communication and support to District volunteers.
5. Facilitatinge compilation of District-wide volunteer lists for inclusion in the monthly School Board agenda.
6. Servinge as the school liaison for exchange student programs at Conestoga High School and, coordinating with agencies to support student experiences.
7. Organizinge and facilitatinge the Senior Experience Elective Program at Conestoga High School by orienting and mentoring students toward their experience, soliciting and maintaining relationships with community sponsors, communicatinge and supporting teacher sponsors, and collecting, analyzinge, and coordinatinge all data related to the program.
8. Servinge as the District liaison for Conestoga High School alumni, including managing reunion information, assisting in alumni events, and assisting in the publication of the alumni directory.
9. Supervisinge District nurses.
10. Supervise multi-tiered intervention teachers at the secondary level. Servinge as the District liaison for home education and homebound tutoring.
11. ~~Act~~ Servinge as the District Liaison to the Foundation for Learning in Tredyffrin/Easttown (FLITE) Board of Trustees, Tredyffrin & Easttown Care (T&E Care), and Area Residents Caring and Helping (ARCH), and The Children's Dental Clinic.
12. Performing such other duties and responsibilities as assigned by the Director of Safety and Individualized Student Services.

Reports to Director of ~~Safety and~~ Individualized Student Services

Administrative Organization

The administrative organization for the Tredyffrin/Easttown School District shall be determined by the Superintendent. The organizational framework will be designed to efficiently deliver the educational program to our students, to develop the curriculum, to provide staff inservice and to manage the budget, while meeting all state and federal mandates and requirements.

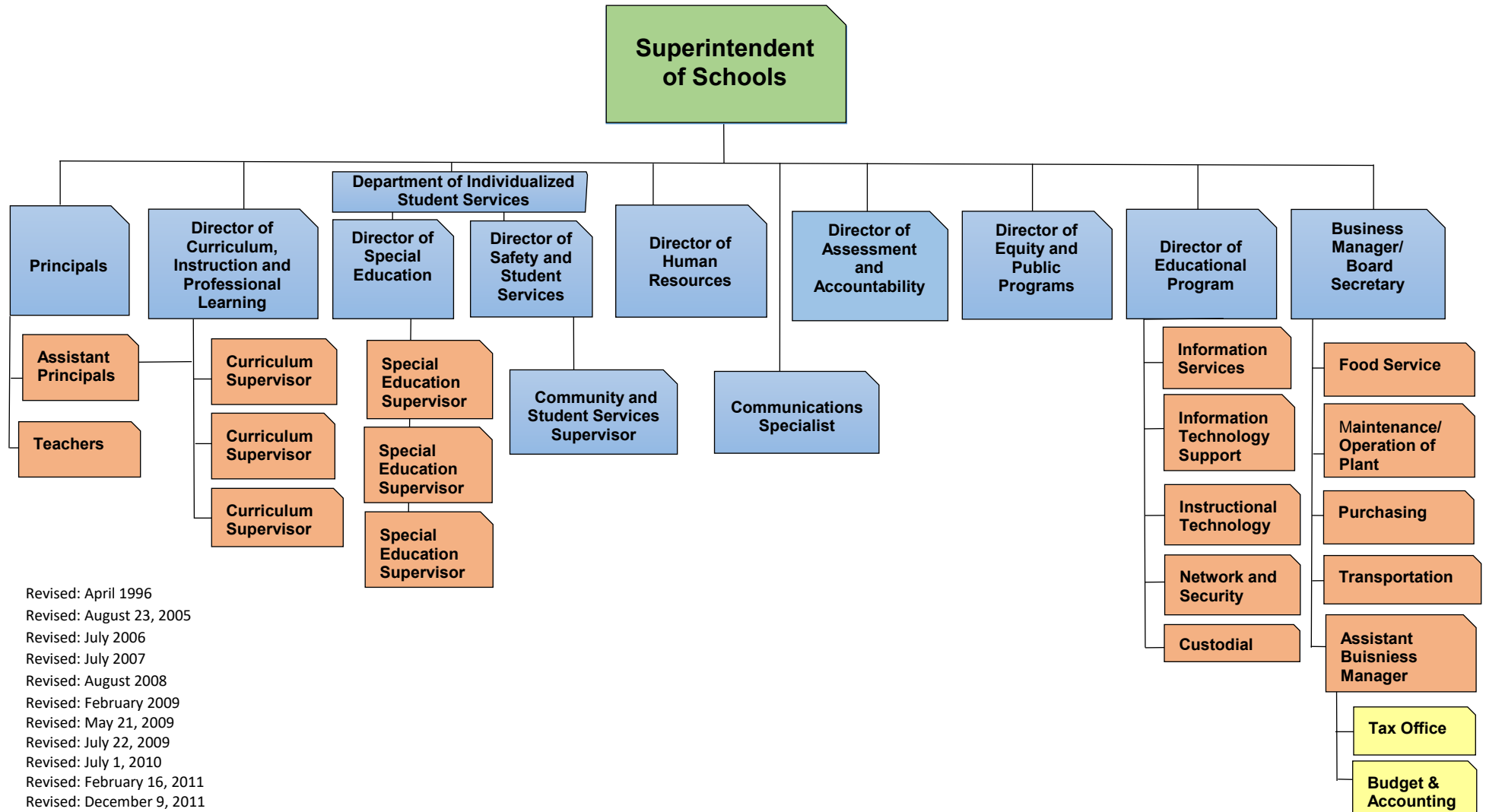
The Superintendent or designee will develop and maintain an administrative organizational chart depicting the primary reporting and supervisory relationships of the employment positions held by District personnel, and job descriptions for each position.

Adopted: August 28, 1978
Revised: June 14, 1993
Revised: April 1996
Revised: August 23, 2005
Revised: July 2006
Revised: July 2007
Revised: August 2008
Revised: February 2009
Revised: May 21, 2009
Revised: July 22, 2009
Revised: July 1, 2010
Revised: February 16, 2011
Revised: February 28, 2011
Revised: December 9, 2011
Revised: May 30, 2012
Revised: May 20, 2013
Revised: November 12, 2015
Revised: July 1, 2017
Revised: July 2019
Revised: September 3, 2019
Revised: August 31, 2021
Revised: July 11, 2023
Revised: September 5, 2023
Revised: September 2, 2025
Reviewed: September 2, 2025

Administrative Organization

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

The attached organizational chart shows ~~lines of primary responsibility~~the current administrative reporting structure of the District, as designated by the Superintendent. ~~As such, it is designed to be called upon when needed to clarify relationships in case some questions arise. Missing are the many crisscrossing lines of secondary responsibility and of communication and cooperation which characterize our schools.~~



Revised: April 1996

Revised: August 23, 2005

Revised: July 2006

Revised: July 2007

Revised: August 2008

Revised: February 2009

Revised: May 21, 2009

Revised: July 22, 2009

Revised: July 1, 2010

Revised: February 16, 2011

Revised: December 9, 2011

Revised: May 30, 2012

Revised: May 20, 2013

Revised: November 12, 2015

Revised: July 1, 2017

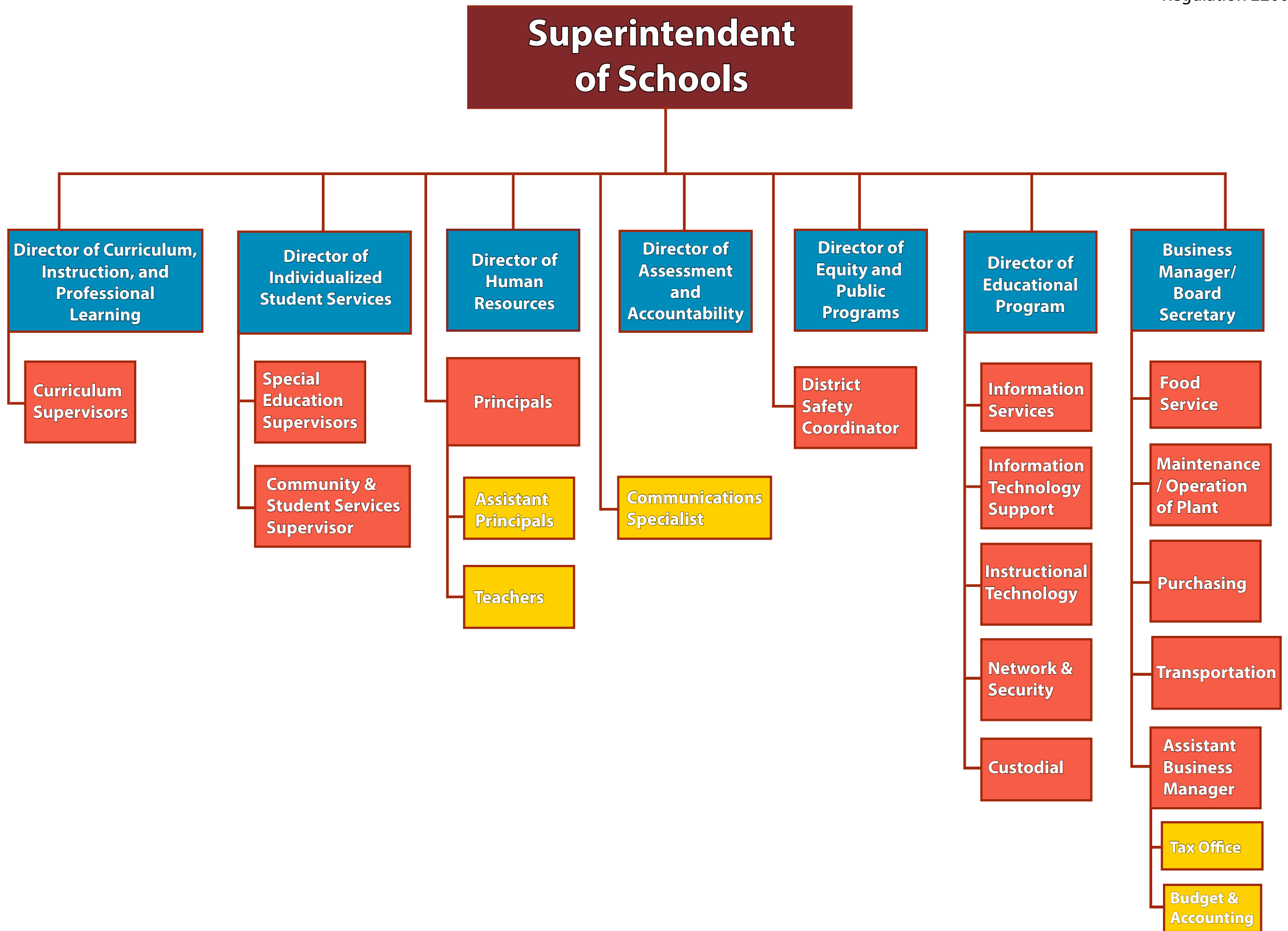
Revised: July 2019

Revised: September 3, 2019

Revised: August 31, 2021

Revised: July 11, 2023

Revised: September 5, 2023



Code of Civility (TESD Employees)

Purpose

This Regulation implements Board Policy No. 4025 (“Code of Civility (TESD Employees)”) by:

- Defining “incivility” in the context of Policy No. 4025;
- Identifying strategies for dealing with incivility when it arises in the school setting; and,
- Establishing a complaint procedure to address complaints of individuals who believe they have been treated in an unprofessional and disrespectful manner

Definition and Examples of Incivility

“Incivility,” when used in this Regulation, means the following:

- rude, abusive or intolerant behavior in any type of school setting when such behavior may tend to erode education or diminish an atmosphere of professionalism or mutual respect; and/or,
- use of offensive or obscene language in person, voice-mail, written correspondence, e-mail or any other form of communication; and/or,
- threatening or belligerent conduct that in any way interferes or threatens to interfere with the orderly operations of the District or places another person in fear of imminent physical harm.

Strategies for Addressing Incivility When It Occurs

1. If a participant in a meeting becomes verbally abusive, the District employee responsible for chairing the meeting, on their own initiative or at the request of another meeting participant, should immediately ask the participant to stop and let them know that if the participant does not stop that the meeting will be terminated. If necessary, the meeting chair should request a five minute break to allow everyone to regroup. If problems recur after the meeting is reconvened, the chair should consider ending the meeting and documenting the basis for the meeting termination.
2. If the District is under a timeline to conduct a meeting involving an uncivil participant, the District employee responsible for chairing the meeting should advise the participant that the meeting will be completed without them.

3. If at any time a staff member, student, parent or other individual threatens bodily harm or attempts to physically touch in a threatening and harmful manner any person on school property, the police must be notified.

Complaint and Resolution Procedures

1. Employees Complaints About Other Employees

All complaints by District employees against other District employees will be handled in accordance with the applicable collective bargaining agreement or, if none are applicable, in accordance with Policy 4960 (“Procedure for Resolving Issues of Concern of Non-Contract Staff Members”).

2. Complaints by Students

The student should first make the complaint known to the staff member most closely involved (if one is identifiable) or a school counselor or other staff member with whom the student has an established personal relationship; and the staff member should work with the student to attempt to resolve the issue informally and directly. The staff member must report the complaint to the building principal who must in turn report the complaint to the Director of Assessment and Accountability. If the student refers the matter to a building administrator, the building administrator should refer the student to the appropriate staff member or may elect to work with the student to attempt to resolve the issue informally and directly themselves, in which case they must follow the procedures applicable to staff members.

Examples:

- A student is subjected to repeated verbal harassment from a student in physical education class. The student may seek the intervention of the physical education teacher or school counselor, whomever the student prefers.
- A student is verbally belittled by a teacher. The student may choose to make the problem known to the teacher or, if the student prefers, the student may seek the intervention of the school counselor.

If the issue is not resolved at this first level of intervention, the staff member must advise the student that if the student wishes to pursue the complaint that the student should prepare a written statement of their complaint which sets forth:

- a) Specific nature of the complaint and a brief statement of relevant facts.
- b) Manner and extent to which the student believes they have been adversely affected.
- c) Relief sought by the student.

The staff member must also report the outcome of the complaint to the building principal who must in turn report the outcome to the Director of Assessment and Accountability. The complaint is then submitted, in turn, to the building principal, the Superintendent and the Board. The Board, however, is the forum of last resort and it may, at any time, exercise its discretion not to hear a case.

At each level below the School Board the student will be afforded the opportunity to be heard personally by the school authority. Once the complaint reaches the Board level, the student may request the opportunity to be heard personally at a non-public meeting of the Board. If the request to appear personally is granted, the Board may request the attendance of District personnel at the meeting for the purpose of obtaining a balanced presentation.

The student may seek the help of a parent or guardian at any step.

3. Peer Mediation

The Director of Human Resources is responsible for implementing and overseeing a program of peer mediation for resolving employee disputes.

The Director of ~~Safety and Student Services~~ Individualized Student Services is responsible for implementing and overseeing a program of peer mediation for resolving student disputes.

4. Other Complaints

All other complaints should be raised with the applicable building administrator or supervisor. If necessary, complaints should be reviewed through successive administrative levels in sequential order to the Superintendent and subsequently to the Board, where appropriate. Board members will be encouraged to advise complainants to first consult with the appropriate staff member or administrator and then, if necessary, to bring the problem to the attention of the Board through the administrative process.

Examples:

- A teacher is alleged to be uncivil towards a parent. The parent should seek the intervention of the principal.
- A bus driver is reported to be uncivil toward a parent. The parent may seek the intervention of the principal or the Supervisor of Transportation.
- An employee believes a parent is being uncivil toward district personnel. The employee may seek the intervention of the principal or other administrator.
- A parent is determined to have been repeatedly uncivil toward district personnel. The parent may be directed to communicate with the district only through specific individuals.

- An individual employee uses email to communicate in an uncivil manner. The individual may be directed to cease using the email for such correspondence and may be provided with appropriate alternatives such as using postal services, in-person meetings, or phone conferences.

5. Record of Complaint

Each administrator must keep a written record of properly presented complaints whether presented by letter, informal conference or through a scheduled meeting. Such written records must include the administrator's response.

6. Sanctions for Violations of Policy

Violations of this Policy may lead to disciplinary action.

Self-harming Behavior

Suicide Awareness, Prevention and Response

The District shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

I. Youth Suicide Awareness and Prevention Education

A. Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

B. Protocols for Administration of Employee Education

All District employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the District's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, District mental health professionals and school nurses.

C. Resources for Parents/Guardians

The District may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

II. Methods of Prevention

The methods of prevention utilized by the District include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

A. Suicide Prevention Coordinators

a. District-Wide –

A District-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing District employee. The District suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

b. Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing District employee.

B. Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the District's suicide prevention efforts. To promote awareness, District employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors refer to personal or environmental characteristics that are associated with self-harming behavior and/or suicide including, but not limited to:

1. report of self-abuse by the student themselves,
2. physical evidence of cutting or other self-abuse,
3. writings,
4. artwork,
5. comments (to peers, to teachers and other school personnel, from other children),
6. change in certain behaviors,
7. decrease in everyday interests,
8. giving away possessions,
9. withdrawal,
10. drop in grades,
11. sudden loss or gain in weight,
12. fainting,

13. lack of interest in social situations involving eating, and
14. frequent bathroom visits.

C. Referral Procedures for At Risk Students

Any District employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

The District shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of ~~Special Education~~ **Individualized Student Services** shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

III. Methods of Intervention

The methods of intervention utilized by the District include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

IV. Methods of Response to Suicide or Suicide Attempt

The methods of response to a suicide or a suicide attempt utilized by the District include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.

5. Responding appropriately to the media.
6. Collaborating with community providers.

V. Reporting Procedures

When referring a student suspected of self-harming behavior, the school counselor, school nurse or other school based mental health specialist shall take the following steps in the order warranted by the situation and, in the case of nurse or counselor, in consultation with the school-based mental health specialist or qualified medical personnel:

- contact the student's parents and/or guardians as listed in the student's emergency contact;
- do an initial risk assessment to determine the severity of the situation;
- report the behavior to the school principal;
- refer according to the Student Assistance Procedure;
- protect the confidentiality of the child while addressing the concerns of any other child or children; and
- involve police or emergency services if student is in immediate danger and parents cannot be located or are unable or unwilling to help

District employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response. Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

The District shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

When a District employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, District mental health professionals and school nurses.

A. Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A District-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated District employee shall coordinate with the appropriate outside mental health care providers.

The designated District employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

VI. Suicide Awareness and Prevention Resources

The District shall notify District employees, students and parents/guardians of this policy and shall post the policy on the District's website.

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

Guidelines for other Types of Self-harming Behavior

While this is not an exhaustive list, signs of self-harming behavior may be seen in one or more of the following relating to a student:

1. report of self-abuse by the student themselves,
2. physical evidence of cutting or other self-abuse,
3. writings,
4. artwork,
5. comments (to peers, to teachers and other school personnel, from other children),
6. change in certain behaviors,
7. decrease in everyday interests,
8. giving away possessions,
9. withdrawal,
10. drop in grades,
11. sudden loss or gain in weight,
12. fainting,
13. lack of interest in social situations involving eating, and
14. frequent bathroom visits.

Procedures for Referral of Concern of Self-Harming Behavior

When referred to a student suspected of self-harming behavior, the school counselor, school nurse or other school based mental health specialist shall take the following steps in the order warranted by the situation and, in the case of nurse or counselor, in consultation with the school-based mental health specialist or qualified medical personnel:

- contact the student's parents and/or guardians as listed in the student's emergency contact;
- do an initial risk assessment to determine the severity of the situation;
- report the behavior to the school principal;
- refer according to the Student Assistance Procedure;
- protect the confidentiality of the child while addressing the concerns of any other child or children; and
- involve police or emergency services if student is in immediate danger and parents cannot be located or are unable or unwilling to help

References:

School Code – 24 P.S. Sec. 1526

State Board of Education Regulations – 22 PA Code Sec. 12.12

Life-Threatening Communicable Diseases

Definitions

- *AIDS* – Acquired Immune Deficiency Syndrome.
- *HIV Infection* – refers to the disease caused by the HIV or human immunodeficiency virus.
- *Infectious agent* – Any organism, such as a virus, bacterium, fungus or parasite, that is capable of being communicated by invasion and multiplication in body tissues and capable of causing disease.
- *Life-threatening communicable disease* – An illness which is capable of being spread to a susceptible host through the direct or indirect transmission of an infectious agent or its toxic product by an infected person, animal or arthropod, or through the inanimate environment, from which the likelihood of death or permanent disability is probable unless the illness or condition caused by the illness is interrupted.
- *Outbreak*—An unusual increase in the number of cases of a disease, infection or condition, whether reportable or not as a single case, above the number of cases that a person required to report would expect to see in a particular geographic area or among a subset of persons (defined by a specific demographic or other features).

Education

1. The District shall provide a curriculum that is age appropriate and consistent with the latest factual information relevant to the nature life-threatening communicable diseases, the methods of transmission, and the methods of prevention.

The Administration will provide appropriate information and materials on the health education program to any parent/guardian who requests it.

2. HIV/AIDS.
 - a. As part of its commitment to the provision of curriculum pertaining to life-threatening and communicable diseases, the District shall ensure that such curriculum covers HIV/AIDS, in full compliance with 22 Pa. Code § 4.29.
 - b. A student shall be excused from instruction pertaining to HIV/AIDS and other life-threatening communicable diseases when the instruction conflicts with the religious beliefs or principles of the student or parent or guardian of the student

and when excusal is requested in writing. Curricular materials, if practical, shall be made available for home instruction use by a parent or guardian of a student excused from HIV/AIDS instruction.

- c. Parents have the option to decide if their child shall participate in this curriculum. If not, alternate health assignments will be provided.
3. Designated staff shall receive information regarding relevant medical regulations and universal precautions developed by the Centers for Disease Control and Prevention and/or other health authorities to be followed to minimize exposure to life-threatening communicable diseases both inside and outside the school setting.
4. The District will provide all staff members with education and training that is current and appropriate to their job functions. This education and training will cover both knowledge of the disease and information needed to implement the District's policies on controlling infections.

Confidentiality of Information

1. Confidentiality of all testing, test results, health care, counseling, social work, records and all other information relating to student or employee exposure or infection shall be maintained at all times in accordance with Pa. Act 148. (A copy of Act 148 will be kept on file in the administration office for reference). All persons shall be required to preserve the confidentiality of information disclosed to them, regardless of whether the general public may already have gained information through other sources. Any employee who disseminates in any manner confidential information in violation of this Policy or in violation of the Pa. Act 148 will be subject to discipline.
2. Except as otherwise required by law or as expressly set forth in this Policy, prior to the release of any test results, health records or any other information relating to a student or employee's infection or exposure to life-threatening communicable diseases in a manner that identifies the student, the District shall obtain consent from the employee, parents of the minor student, or the student if the student has attained the age of majority. Said consent shall be in writing and shall, at a minimum, identify with specificity the information subject to release, the person or persons to whom the information may be released, the general purpose for the release, and the date upon which consent will expire.
3. The school physician and the District solicitor may be consulted regarding accommodations and adaptations within the school setting and with respect to further Policy developments and implementation. School officials shall only be involved on a "need to know" basis.
4. Should employees or students with a compromised immune system or life-threatening and communicable disease voluntarily share this information, the confidentiality of the individual shall be protected and maintained by all staff members. No information regarding the identity or medical condition of the person infected shall be provided except with the person's consent as stated above. Failure to maintain confidentiality shall be considered a violation of this Policy and may result in disciplinary action in accordance with state and federal law.

Exception to Confidentiality of Information

In the event of an outbreak of a life-threatening communicable disease or infectious agent, the District may need to timely share information about the outbreak with other government agencies and within the school community. The confidentiality of individuals shall still be maintained to the highest degree possible.

For example, if there is an outbreak of potentially life-threatening communicable disease, the District shall be allowed to notify members of the school community that someone with whom they had been in contact tested positive for a life-threatening communicable disease. While such notification necessarily requires the disclosure of information regarding an individual's infection or exposure, the individual shall not be specifically named, and the District shall take all reasonable measures to prevent the derivative disclosure of that individual's identity. This exception would not apply to HIV/AIDS or any other life-threatening communicable disease that is not transmitted casually and does not of itself provide reason to remove an individual from the school setting.

The procedures for sharing such information shall be in line with the standards set forth in the Infection Control section of this Policy and in accordance with state and federal law.

*Attendance and Employment*General provisions

1. When a student or staff member with a life-threatening communicable disease is identified, and the proper consent is given by the employee or the student or their parent/guardian, the Superintendent or designee may, at their discretion, convene and chair a committee comprising the Director of ~~Safety and Student Services~~ Individualized Student Services or the administrator responsible for personnel as the case may be, the school principal, a District-designated physician knowledgeable in the area of /life-threatening communicable diseases, the District solicitor or other legal counsel, and a physician selected by the student or staff member to recommend the most appropriate and least restrictive school environment for the student or employee.
2. This committee shall review all of the information pertinent to the individual's situation. They shall assess whether the current mode of instruction and the classroom setting for the infected student, or job assignment and responsibilities in the case of an employee, are appropriate for that individual in terms of current and ongoing needs.
3. In making its assessment, the committee shall consider the following factors:
 - (a) the physical condition of the individual and any behavior or neurological development which might significantly increase the risk of transmission of infection or might significantly affect that individual's performance;
 - (b) probable patterns of interaction with others in the school setting;
 - (c) the risks and benefits to both the infected individual and to others in the school or employment setting;
 - (d) such other relevant information it deems necessary to carry out its responsibilities;
 - (e) maintenance of the confidentiality of the individual.

4. The committee's assessment and recommendations, together with the reasons therefore, shall be submitted to the Superintendent, who shall promptly notify the employee or the parents or guardian of the student of such assessment and recommendations. Should the infected employee or the parents or guardian of the infected student disagree with the committee's recommendations or the Superintendent's action on those recommendations, the employee, parents, or guardian may appeal such action to the Board of School Directors. Any appeal and related hearings shall be conducted in Executive Session.
5. If it is determined that a student's current instructional placement is no longer appropriate, an alternative educational program shall be provided. In addition, if appropriate, a referral to the Multi-Disciplinary Team shall be made for the purpose of assessing the student's educational needs and developing an individualized educational program (IEP) for the student.
6. If it is determined that an employee is unable to fulfill assigned job duties and responsibilities because of illness related to a life-threatening communicable disease, the District shall attempt to accommodate such employee's condition by offering a suitable job assignment.

Specific provisions regarding HIV/AIDS

1. Medical guidelines established by the Centers for Disease Control and Prevention indicate HIV infection is not transmitted casually and does not of itself provide reason to remove a student or employee from the school setting or to be subjected to any form of discrimination. If there is a secondary infection that constitutes a medically recognized risk of transmission to others (pneumonia, tuberculosis, etc.), the procedures that shall be followed are governed by regulations established by the Pennsylvania Department of Health and generally accepted medical practice.
2. No staff member or student entering the District shall be requested to submit proof of infection status of HIV/AIDS.
3. If it is determined that an employee is unable to fulfill assigned job duties and responsibilities because of illness related to HIV, the District shall attempt to accommodate such employee's condition by offering a suitable job assignment.

Infection Control

1. The District shall inform all employees of universal precautions for the control of infectious disease which shall comply with the regulations and guidelines established by the Centers for Disease Control and Prevention, the Pennsylvania Department of Health, the Pennsylvania Department of Education, and other identified health authorities.
2. The District shall provide staff members with all materials necessary for compliance with these procedures.
3. The District shall communicate the procedures used to deal with infectious disease control with employees.

4. The nurse in each building shall be responsible for maintaining a sufficient supply of materials to carry out these procedures over the course of the school year.
5. In the event of an outbreak of life-threatening communicable disease, the District may revise these procedures to comply with updated regulations and guidelines from the authorities listed above.

Counseling and Testing

1. The Director of ~~Safety and Student Services~~ **Individualized Student Services** shall maintain a list of agencies that provide testing, counseling, and education relevant to life-threatening and communicable diseases. This information shall be readily available to all students and employees.
2. The District shall work with outside agencies and with the medical insurance groups covering District employees to ensure adequate life-threatening communicable disease counseling services are available to all employees.

Notification and Media Inquiries

The community shall also be informed of this Policy and the procedures to be followed. Students shall receive applicable information through the health curriculum at all levels.

Any inquiries from the public or media regarding life threatening communicable diseases shall be handled by the Superintendent or Superintendent's designee.

Adopted: August, 1993
Revised: August 1995
Revised: February 28, 2000
Revised: June 22, 2006
Revised: January 5, 2021
Revised: August 31, 2021
Revised: June 12, 2023

Homeless Students

I. Definitions

1. *Homeless children and youths* are individuals who lack a fixed, regular, and adequate nighttime residence. The categories of children who are "homeless" and entitled to the protections of the federal include:
 - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; (iv) *migratory children* who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and
 - (vi) *unaccompanied homeless youth* (i.e. a youth experiencing homelessness while not in the physical custody of a parent or guardian). This category of students could include youths who have run away from home, been thrown out of their home, or been abandoned by parents or guardians.
2. *School of origin* means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
3. *Students experiencing educational instability* are students who have one or more changes in school entity enrollment during a single school year due to homelessness, involvement in child protective services or the juvenile justice system, or due to their placement in foster care.

4. *Supervised or licensed shelters* are those facilities which provide temporary shelter for a specified, limited period of time.
5. *Enroll and "enrollment"* are defined as attending classes and participating fully in school activities.

II. Procedures for Homeless Students

1. The District will immediately enroll the homeless child or youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical or immunization records, or proof of residency.
2. The District will immediately enroll an unaccompanied homeless student without documents and without the help of an adult.
3. The District shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths and shall, according to the child's best interest:
 - a) continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year; or
 - b) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
 - c) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
4. The District designates the Director of ~~Equity and Public Programs~~ Individualized Student Services as the District's liaison for homeless children and youth. The Director of ~~Equity and Public Programs~~ Individualized Student Services or that Director's designee is responsible for the following:
 - a) Identifying homeless children and youths with assistance by school personnel and through coordination activities with other entities and agencies;
 - b) Informing parents or guardians of educational rights and related opportunities available to their homeless children and provide them with meaningful opportunities to participate in the education of their children;
 - c) Disseminating public notice of the educational rights of homeless students where children and youths receive services under the McKinney-Vento Act (such as schools, family shelters and food pantries);

- d) Mediating enrollment disputes in accordance with the Enrollment Dispute section;
- e) Informing the parent or guardian of a homeless child, youth and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services;
- f) Ensuring that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement;
- g) Assisting homeless children and youths who do not have documentation of immunizations or medical records to obtain necessary immunizations or necessary medical documentation;
- h) Understanding the guidance issued by the Pennsylvania Department of Education (PDE) for the education of homeless students and be ready to explain this guidance related to homeless education to District staff;
- i) Getting to know the resources in the community to assist families with referrals for things such as shelter, counseling, food and transportation;
- j) Distributing information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff;
- k) Providing standard forms and information about enrollment procedures and key school programs to each shelter in the District;
- l) Becoming familiar with the various program materials that are available from PDE;
- m) Collaborating with the District's special education program to ensure that homeless children who are in need of special education and related services are located, identified and evaluated. This is a requirement under the Individuals with Disabilities Education Act, which mandates that highly mobile children with disabilities, including homeless children, be identified and served. Liaisons should also ensure that homeless youths who have or may have disabilities have a parent or a surrogate parent to make special education or early intervention decisions. In the case of unaccompanied homeless youth, if a student is disabled or may be disabled and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff in emergency shelters; transitional shelters; independent living programs; street outreach programs; and state, local educational agency or child welfare agency staff involved in the education or care of the child. This rule applies only to unaccompanied homeless youth;

- n) Identifying preschool-aged homeless children by working closely with shelters and social service agencies in the area. In addition, the liaison should inquire, at the time they are enrolling homeless children and youths in school, whether the family has preschool-aged children;
 - o) Identifying unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate;
 - p) Ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youth;
 - q) Ensuring that unaccompanied youths are enrolled in school, and have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under Section 480 of the Higher Education Act of 1965 and their right to receive verification of this status from the local liaison.
5. In determining the best interest of the homeless child or youth, the District shall:
- a) to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;
 - b) provide a written explanation, including a statement regarding the right to appeal, to the homeless child's or youth's parent or guardian, if the District sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and
 - c) in the case of an unaccompanied homeless youth, ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied homeless youth and provides notice to such youth of the right to appeal.
6. Homeless students shall be provided services comparable to those offered to other District students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted students.

III. Homeless Students Residing in Shelters, Facilities or Institutions

1. Children in temporary shelters and children who "lack a fixed, regular, adequate

night time residence" – homeless children – are entitled to free school privileges from either the school district in which their person or the shelter is located or the school district of origin.

2. Where there is an agency, supervised or licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for care or training of children or adolescents located in the District, the District shall admit to its schools school-aged children who are living at or assigned to the facility or institution.

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

1. In order to maintain continuity and school stability for homeless children in compliance with law, homeless children are entitled to attend school in any school district where a parent, guardian, an adult caring for them or where an unaccompanied child:
 - A. spends the greatest percentage of their time; or
 - B. has a substantial connection such as where they are:
 - a) regularly receiving day shelter or other services involving any of the 16 McKinney-Vento Activities (42 U.S.C.A. 11433(d)) for individuals who are homeless;
 - b) conducting daily living activities; or
 - c) staying overnight on a recurring basis.

V. School/Health Records

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

VI. Transportation

1. If the homeless student continues to live in the area served by the District, the District must provide or arrange transportation on equal terms as it provides to other students living within the District. If the homeless student moves to an area

served by another school district, though continuing his or her education at the District as the school district of origin, the District and the school district in which the student is living must agree upon a method to apportion responsibility and costs for transportation to the District. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally. Distance, time of year, options available, the effects of a transfer, etc., should all be addressed.

2. The provision of transportation to the school of origin is based on a students' status as homeless. The provision to remain in the school of origin during the remainder of the academic year is offered to provide for school stability. The District shall continue to provide transportation to and from the school of origin to formerly homeless students who have become permanently housed for the remainder of the academic year during which the child or youth becomes permanently housed.

VII. Dispute Resolution Process

1. Level 1 – A dispute may be raised with the District
 - A. If a dispute arises over school selection or enrollment, the homeless child or youth involved must immediately be admitted to the school in which they are seeking enrollment, pending resolution of the dispute.
 - B. The parent, guardian or unaccompanied youth who initiates the dispute should contact the District liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the District liaison directly, the District shall be responsible for contacting the District liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.
 - C. The District liaison shall ensure that the homeless child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it.
 - D. The District shall issue a written disposition of the dispute within 20 business days after the District liaison is notified of the dispute. The disposition shall be provided to the parent, guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal.

E. NOTE: The District should use and maintain copies of PDE's "Notice of Procedural Safeguards" form (<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/US%20Code/Procedural%20Safeguards%20Notice%20of%20Denial%20of%20Enrollment.pdf>) which ensures that all Districts (a) inform families of the basis of their decision regarding enrollment or school selection; (b) notifies families of their right to remain in their school of choice pending resolution of the dispute and (c) explains the procedures for challenging the decision of the District.

2. Level 2 – A complaint may be filed with a McKinney-Vento Coordinator

A. If the parent, guardian or unaccompanied youth is dissatisfied with the District's disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento site or regional coordinator or with the state coordinator.

VIII. Title I

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

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

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

IX. Procedures for Other Students Experiencing Educational Instability

The District shall designate a point of contact for students experiencing educational instability. This may be the same liaison as the liaison for homeless students. No student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.

The District shall ensure that students experiencing educational instability have fair and equal access to the same educational programs, activities and services provided to other District students.

The Superintendent shall waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are

not limited to, requirements regarding:

1. Dress code-
2. Transportation-
3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes-Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia-
4. Graduation-
5. Registration deadlines-

Adopted: November 14, 2014

Revised: October 18, 2017

Revised: November 17, 2020

Revised: November 25, 2020

Revised: August 31, 2021

Revised: October 28, 2024

Safety and Security

The purpose of this Policy is to outline the Board's commitment and multi-faceted approach towards proactively ensuring the safety, security, and wellbeing of all District students, staff, other stakeholders in the school community, and property.

The Board directs the Superintendent or designee to implement a District-wide safety program that promotes the safety and security of all students, staff, other stakeholders in the school community, and property.

The Superintendent or designee shall make reports and recommendations to the Board on an as-needed basis, or when required by law, regarding current safety and security practices and any strategies or resources needed to better or more comprehensively implement this Policy and the accompanying Administrative Regulation.

The Superintendent or designee shall post rules for safety and the prevention of accidents in the workplace and shall instruct all employees on the appropriate procedure through which to report an accident or injury at work.

Threats to the safety or security of students, staff, or District property shall be reported and responded to promptly in accordance with the applicable comprehensive emergency plan and as instructed by the Superintendent or designee.

The District-wide safety program shall include, but not be limited to, the following:

- Designation of a school administrator as the ~~District's Director of Safety and Student Services~~ District Safety Coordinator, as required by applicable law;
- Maintenance and annual review of comprehensive emergency plans for each school building and the District's administration building;
- Continued existence of a District-wide safety committee and school-based safety committees in each school that meet on a regular basis;
- Continued existence of a District-wide student wellness committee that meets on a regular basis;
- Creation of a Threat Assessment Team in each school building;
- Employment of security guards or other school safety personnel;
- Safety-related student programming and services;
- Consistent building access and guest/visitor management practices, leveraging technology wherever feasible;

- Utilization of camera systems and similar technology, where appropriate;
- Efficient building and equipment maintenance/repair program that prioritizes safety and security-related work orders;
- Procedures for encouraging students to play an active role in promoting school safety, security, and a school climate conducive to learning;
- Procedure for engaging and encouraging students, staff, and others to report concerns or suggestions regarding safety and security;
- Advanced preparation for emergency situations through routine drills and other age-appropriate instruction on a variety of emergency situations that could arise in the school setting;
- Ongoing training and professional development of staff to reinforce emergency response procedures and expectations, including, but not limited to, school safety and security training mandated by law;
- Procedures for parents/guardians to follow in the event of an emergency situation, as well as a corresponding notification system;
- Inclement weather procedures and a corresponding notification system; and
- Ongoing partnership and collaboration with local law enforcement, the fire department, and other emergency management organizations.

Legal References:

24 P.S. Sec. 1309-B

24 P.S. Sec. 1310-B

24 P.S. Sec. 1302.1-A

24 P.S. Sec. 1517

24 P.S. Sec. 1518

Board Policy and Administrative Regulation 1310: Visitors Entering District Schools

Board Policy and Administrative Regulation 5401: Student Discipline

Board Policy and Administrative Regulation 5402: Student Wellness and Nutrition

Board Policy and Administrative Regulation 5423: Self-Harming Behavior

Board Policy and Administrative Regulation 8060: Security of District Facilities

Board Policy and Administrative Regulation 8070: Recording in Schools and on School Buses

Board Policy and Administrative Regulation 8100: Transportation

Administrative Regulation 2129: ~~Director of Safety and Student Services~~ District Safety

Adopted: September 11, 1978

Revised: December 5, 1994

Revised: May 24, 2004

Revised: November 28, 2005

Reviewed: April 17, 2013

Revised: February 24, 2020

Revised: August 31, 2021

Reviewed: March 1, 2022

| Coordinator

Adopted: September 11, 1978
Revised: December 5, 1994
Revised: May 24, 2004
Revised: November 28, 2005
Reviewed: April 17, 2013
Revised: February 24, 2020
Revised: August 31, 2021
Reviewed: March 1, 2022

Safety and Security

Director of Safety and Student Services District Safety Coordinator

The Public School Code requires the Superintendent to appoint a school administrator as the ~~Director of Safety and Student Services for the District~~ District Safety Coordinator.

The designated- ~~District Safety Coordinator Director of Safety and Student Services~~. The duties of the ~~District Safety Coordinator Director of Safety and Student Services~~ shall be those outlined in Administrative Regulation 2129, and any additional duties required by law.

Building Level Emergency Plans

Every school in the District shall have a comprehensive emergency plan, drafted in collaboration with Easttown Township and Tredyffrin Township and Chester County emergency management officials.

Emergency plans shall include emergency procedures and directives, including drill guidelines and response protocols. Each classroom in the District shall have a copy of the emergency response protocols relevant to their school building.

Age-appropriate safety information shall also be displayed throughout each school building outlining the appropriate response(s) to a variety of emergency situations that could arise in the school setting.

Each comprehensive emergency plan shall be reviewed and updated annually, if necessary, by the applicable safety committee, as outlined in more detail below.

Safety Committees

Each school in the District shall have a safety committee, which shall meet on a regular basis to discuss issues specific to their building and update safety protocols.

School-based safety committees are responsible for organizing and conducting regular school safety drills and updating building level emergency plans on an annual basis, as needed.

At least one representative from each school-based safety committee shall be designated to be a member of the District Safety Committee, which shall meet on a regular basis. These designated representative(s) serve as a liaison between the District and teachers/staff.

In addition to representatives from the school-based safety committees, the District safety committee shall also include representatives from local law enforcement agencies, Emergency Medical Services, District transportation department, District nursing services, District maintenance department, District administrators, community members, and parent representatives.

The District recognizes that student wellness is a critical component of District wide safety as specified in Board Policy and Administrative Regulation 5402: Student Wellness and Nutrition.

School Threat Assessment Teams

Each school will have a Threat Assessment Team made up of school representatives and the ~~Director of Safety and Student Services~~ **District Safety Coordinator** to review and address threatening behaviors. The Threat Assessment Team is responsible for implementing the Protocol for Assessment of Threatening Behaviors as outlined in Administrative Regulation 5401: Student Discipline.

Security Guards

The District employs security guards to assist with promoting and providing a safe and secure learning environment for students and staff and to enhance the existing safety and security systems and protocols.

Safety-Related Student Programming and Services

School Counseling Services

School counseling services serve as a critical component of student support and are available in each school building. Such services are available to support students on a wide range of issues involving personal, social, and emotional development. School counseling services are also available to facilitate student discussion groups and individual or group student assessments. Students are encouraged to utilize counseling services as resources to support their wellbeing.

School Psychologists

School psychologists shall be available to provide individualized assessments to determine students' strengths and learning needs, assist with determining appropriate interventions and consult with students, families and school personnel.

Mental Health Services

Mental Health Specialists shall be available for conducting clinical interviews, coordinating behavioral health services, facilitating student discussion groups and consulting with the Student Assistance Program(SAP) and Individualized Education Plan (IEP) teams.

Student Assistance Program (SAP)

SAP teams work to identify school supports to assist families in accessing community services for those struggling with drug or alcohol issues that pose a barrier to student learning and success at school or to overall student wellness.

Other Safety-Related Programming and Services

In order to take a proactive and holistic approach toward safety-related programming and services in District schools, the Superintendent and/or designee(s) shall regularly seek out and obtain or implement programming, resources, and/or services geared toward, among other topics:

- Managing mental health challenges, disorder and/or crisis;
- Talking with children about violence and/or tragic news;
- Recovering from trauma;
- Coping with disaster;
- Managing stress, anxiety, depression, substance use, disruptive behavior disorders and eating disorders;
- Suicide prevention and awareness; (See Board Policy 5423: Self-Harming Behavior)
- Recognizing social isolation and teaching students the skills needed to connect with and include peers who may be experiencing social isolation.

Building Access & Guest/Visitor Management Procedures

The District is committed to striking the appropriate balance between providing a welcoming school climate and reducing the risk of unauthorized access to school facilities.

As part of the District's guest/visitor management practice, each District building is equipped with buzz-in entry systems, which allows school staff to screen visitors prior to granting visitors access to the school.

Through the use of buzz-in entry system, the District is able to:

- Identify the visitor's name and purpose for visit prior to entering the building.
- Maintain a record of all guests/visitors to the school facility;
- Identify any person who might attempt to access the school but who is restricted due to documented reasons, such as a custodial matter or court-ordered restriction

After a visitor is cleared through the buzz-in entry system, a badge with the date and time and the visitor's name is issued. All visitors are required to wear their badge at all times.

Individuals who seek entry to or enter a District building or District property for unauthorized reasons or fail to follow the District's building access and guest/visitor management procedures may be prevented from entering the District building or District property, or, if entry has already been established, may be required to immediately leave. Violations of this Policy may lead to restrictions on the individual's ability to return to District buildings or property, and law enforcement may be notified, as determined by the Superintendent or designee, based upon the circumstances.

Cameras and Recording Systems

Some district buildings are equipped with internal and/or external video recording cameras for recording video images (but not audio). Video images obtained from recording devices are used as a means of enhancing the security of students, staff, other third parties, and District property, and for disciplinary purposes.

As outlined in more detail in Board Policy 8070: Recording in Schools and on School Buses, the Board has also authorized the use of video and audio recording on school vehicles for

disciplinary and security purposes. The intention of video and audio recording on school vehicles is to provide a safe environment for students, school personnel and contracted personnel.

Building Maintenance/Repair

The maintenance and repair of District buildings, grounds, equipment, and property is an important component of the District-wide safety program. Work orders for necessary repairs/maintenance that pose a safety or security risk shall be prioritized. Any unsafe condition, practice, material, equipment, tool, or machine shall be brought to the attention of the building principal or the Facilities and Maintenance Department.

Role of Students in Promoting School Safety, Security and Climate Conducive to Learning

The success of the District's safety initiatives depends in part on the continuing and sincere efforts of all members of the school community.

Students who see anything out of the ordinary that raises a question or a concern regarding school safety and/or security should immediately contact school administration or law enforcement. Students are also instructed to express concerns to a trusted adult or via the Safe to Say Something reporting system. General concerns or inquiries may also be sent to the ~~Director of Safety and Student Services~~ District Safety Coordinator.

Reporting Concerns or Suggestions Regarding School Safety or Security

The success of the District's safety initiatives depends in part on the continuing and sincere efforts of all members of the school community.

Any staff member or other third party who sees anything out of the ordinary that raises a question or a concern regarding school safety and/or security should immediately contact school administration or law enforcement. General concerns or inquiries may also be sent to the ~~Director of Safety and Student Services~~ District Safety Coordinator.

Preparing for Emergency Situation – Routine Drills

Preparing for emergencies involves yearlong practice through various drills. Drills are conducted as follows at all schools in the District:

- **Building Evacuation:** This drill involves **the systematic movement of students and staff from the school building to another area when conditions are safer outside than inside**, such as a fire drill. During an evacuation drill, the school safety team assists with the evacuation. These drills take place on a monthly basis at each school in the District.
- **School Vehicle Evacuation:** **As required by applicable law, two emergency evacuation drills on school vehicle will be conducted each school year. The first evacuation drill will be conducted during the first week of school, and the second evacuation drill will take place during the month of March. Each such drill shall include the practice and instruction concerning the location, use and operation of**

emergency exit doors and fire extinguishers and the proper evacuation of the vehicle in the event of fires or accidents.

- **Exterior Lockdown:** During an exterior lockdown drill, the exterior of the building is locked and secure. All outside school activities are safely returned into the building. Building occupants are informed of the situation and encouraged to raise their level of alertness and situational awareness. Ingress and egress of the school building becomes highly restricted. Interior school functions and operations may continue as scheduled. If high risk activity moves onto the school campus, the next step is interior lockdown. This drill takes place once per school year at each school in the District.
- **Interior Lockdown:** During a lockdown drill, students, teachers, staff and visitors restrict their movements within classrooms, offices and workspaces, turn off lights, and shut and lock their doors. This drill takes place at least three (3) times per school year at each school in the District; one of the drills includes the relocation of students to a designated rally point.
- **Shelter-in-Place:** This drill involves immediately seeking shelter in a safe location within the building. This course of action may need to be taken during a severe thunderstorm, high winds, tornado, severe weather, or in the event of a hazardous material (HAZMAT) accidental release of toxic chemicals. This drill takes place once per school year at each school in the District.

Professional Development – School Safety and Security

The District will provide employees with mandatory training on school safety and security, as required by law.

The training shall address the following topics:

- Situational awareness;
- Trauma-informed education awareness;
- Behavioral health awareness;
- Suicide and bullying awareness;
- Substance use awareness; and
- Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.

Employees will be required to complete a minimum of three (3) hours of training every five (5) years. Employees required to undergo continuing professional education shall receive Act 48 credit toward their continuing professional education requirements if the training program has been approved by the Department of Education in consultation with the statewide School Safety and Security Committee.

Guidelines for Parents/Guardians to Follow During Emergency Situations

Parents/guardians should ensure that the District has their most up-to-date contact information in order to ensure effective communication during an emergency situation. The District's ability to

communicate is only as effective as the contact information the District has on file. Parents/guardians may update their contact information at any time by contacting the school in which their child attends.

The District recognizes the importance of timely and effective communication with parents/guardians during emergency situations. In the event of a school evacuation or early dismissal, parents/guardians will be informed through the District's notification system as soon as possible. Information will be communicated about when and where children may be picked up, if applicable.

If there is an ongoing incident taking place, updates will be provided as new information is available. Information will be made available on the District's website to the extent possible.

During an emergency, the first priority of school personnel is to address the emergency at hand. While some parents/guardians may wish to immediately come to school to pick up or aid their child, reporting too early may interfere with emergency responders and/or with the District's actions related to moving and accounting for students and staff in a safe, efficient, and calm manner.

District staff and emergency responders will do everything possible to make the best decisions to assure everyone's safety. Parent/guardian cooperation in allowing these professionals to do their jobs in an effective manner is appreciated.

Inclement Weather Procedures and Notification System

The safety of staff and students is the District's top priority when making decisions as to whether to open or close schools in inclement weather. The decision to open or close schools is based on careful analysis of all relevant factors, including, but not limited to:

- Road conditions;
- Amount of snow and/or ice accumulated;
- Precipitation timeframe;
- Building conditions, such as whether they have electricity and heat;
- Parking lot conditions;
- Temperature and wind chill;
- Weather predictions; and
- What other local school districts are doing.

Decisions regarding the opening or closing of school are made as soon as possible in order to ensure sufficient time to communicate the news effectively to parents/guardians and the community.

Notifications will be communicated through:

- Television (ABC 6, CBS 3, NBC 10, FOX 29);
- District website;
- District notification system;
- TETV weather announcement (Comcast/Xfinity Channel 14 and Verizon Channel 20);
- Recorded notification message on District hotline number (610)-240-1970.

Partnerships with Police, Fire, and EMS

The Easttown and Tredyffrin Township Police Departments, Fire Department, Emergency Management Service, and Chester County Office of School Emergency Planning are key safety partners of the District.

As required by applicable law, the District maintains and updates a Memorandum of Understanding with the Easttown and Tredyffrin Township Police Departments.

Adopted: September 1973
Revised: September 1995
Revised: November 2005
Revised: February 4, 2020
Revised: August 31, 2021
Revised: March 1, 2022

Travel Reimbursement

The District will pay a standard rate per mile for official District travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance, defined by the IRS, is in lieu of all actual automobile expenses such as fuel, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Effective ~~January~~ July 1, 2026, the maximum mileage rate reimbursement allowed by the IRS is ~~72.5~~ 76 cents per mile. This mileage allowance is subject to annual adjustment by the IRS. To the extent that the most recent per mile allowance issued by the IRS is in conflict with the allowance outlined in this Administrative Regulation, the most recent mileage allowance issued by the IRS shall control. The Superintendent is authorized to update the mileage rate reimbursement without the necessity to present the item for review to the Policy Committee.

All claims for mileage reimbursement must be supported by an itemized listing of miles traveled. The itemized list shall indicate the date of travel and the authorized purpose of the travel.

In addition to the standard mileage allowance, necessary and reasonable charges for automobile-related expenses, such as tolls and parking fees, are reimbursable if supported by an itemized receipt. Traffic tickets, parking tickets, and other fines will not be reimbursed.

For mileage in and around the District, an employee must complete a Monthly Mileage Report, copies of which are available on the District internet.

For mileage and other expense reimbursement requests related to a conference, an employee must complete a Conference Expense Report, copies of which are available on the District intranet. Once completed, the report should be submitted to the employee's immediate supervisor, who shall forward a verified copy to the Business Manager.

Expense Reimbursement Guidelines – Conferences

The document attached to this Administrative Regulation as **Attachment 1** outlines the applicable guidelines and procedures governing the reimbursement of expenses related to conference attendance.

Additional Expense Reimbursement Guidelines

Only expenses submitted to the Business Office within 60 days from the date on which the expenses were incurred will be considered for reimbursement.

The District will only reimburse expenses related to official District business and will not reimburse personal expenses. No reimbursement will be made for alcoholic beverages.

The Business Manager has the final authority to disallow expenses which, in their opinion, are unreasonable or unnecessary.

Adopted: June 11, 2007

Revised: February 1, 2018

Revised: March 4, 2019

Revised: February 4, 2020

Revised: January 8, 2021

Revised: February 2, 2022

Revised: September 6, 2022

Revised: January 3, 2023

Revised: January 3, 2024

Revised: November 5, 2025

Reviewed: February 3, 2026

Attachment 1

CONFERENCE GUIDELINES

The following information is prepared as a guide for staff members attending a conference as representatives of the Tredyffrin/Easttown School District.

Reporting Procedures - The enclosed forms are to be completed and forwarded to the building principal/supervisor within one week following the conference:

1. Conference Summary
This report may be copied for Board members in the format submitted. When more than one person attends the same conference, each attendee must submit a report.
2. Expense Report
All expenses, except mileage, must be substantiated with receipts. If receipts are not available, the form on the reverse side of the Expense Report must be completed and may be notarized when presented in person in the Office of the Superintendent. When more than one person attends the same conference, each attendee must submit an Expense Report.

If there are not expenses, the employee still needs to submit an Expense Report indicating "NO EXPENSES".
3. If for some reason you do not attend a conference which has been approved by the Board
 - Indicate that fact on both the Conference Summary (salmon) and the Expense Report (yellow);
 - Sign both forms;
 - Submit completed forms to Staff Development Office, and;
 - Return advance check to Accounts Payable immediately.
4. A staff member will not be approved to attend future conferences until all of their past conference expenses have been reconciled.

Reimbursement

All expenses must be approved by Board action prior to the conference. An advance check will be forwarded to the participant following such action at an official meeting of the Board and not earlier than 60 days prior to the scheduled conference. Conference expenses are divided into two categories. Expenses eligible for advance reimbursement include plane or train tickets, conference fees, and one night's lodging deposit. Expenses eligible for reimbursement after the conference include mileage reimbursement, meals, lodging and other expenditures. To receive an advance check, the conference advance (excluding cost eligible for reimbursement after the conference) must be greater than \$200.

All expenses submitted for reimbursement shall be reasonable and moderate in nature and supported with official receipts. Reasonable expenses are defined as those which an employee would incur if they were traveling or working at their own expense, excluding "those of a purely personal nature".

Reimbursement shall cover the full cost of meals which are officially scheduled as a function of a convention, conference, workshop, seminar, or similar activity. The allowance for meals at other times, including tax and gratuities, shall be:

- \$65 per day (including breakfast, lunch and dinner)
- \$15 for breakfast
- \$20 for lunch
- \$30 for dinner

Transportation shall be arranged in a manner that is most economical for the District. Carpools shall be used by two or more staff members attending the same conference. Personal car mileage shall be reimbursed at the current allowance rate established by the IRS. If air travel is necessary, it must be economy class.

Expenses reimbursed by the School District when in accordance with the above guidelines include:

- Conference fees
- Meals plus tips when included on receipt
- Lodging
- Transportation (excluding car rental)

Expenses NOT reimbursed by the School District include:

- Membership dues
- Personal expenses (insurance, snacks and other meals, personal telephone calls, alcoholic beverages)
- Car rentals

*Conflict of Interest and Disclosure of Confidential Information – Prohibition
(Tredyffrin/Easttown School District Employees)*

Definitions

“Immediate Family” is defined herein as a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, primary caregiver, or the domestic partner of a parent, child, brother or sister.

“Associated” as used below in connection with a business means a District employee or a member of the employee’s immediate family who is an officer, director, owner or employee of or has a material financial interest in the business.

“Conflict” or “Conflict of Interest” shall mean use by a District employee of the authority of the employee’s employment, or any confidential information received through the employee’s employment, for the private pecuniary benefit of the employee, a member of the employee’s immediate family or a business with which the employee or a member of the employee’s immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the employee, a member of the employee’s immediate family or a business with which the employee or a member of the employee’s immediate family is associated.

“Material Financial Interest” shall mean any financial interest in a legal entity engaged in business for profit where said interest comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

“Confidential Information” means information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

Guidelines

All District employees shall be provided with a copy of this Board Policy and acknowledge receipt and understanding of the guidelines contained herein in writing in the manner set forth in the accompanying regulation.

Designated District employees shall file a statement of financial interests as required by law and regulations.

No District employee shall engage in conduct that constitutes a conflict of interest.

Standards of Conduct

The District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and/or administration of contracts.

No employee may participate in the selection, award or administration of a contract if the employee has a conflict of interest as defined above, as well as any other circumstance in which the employee, any member of the employee's immediate family, the employee's business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The District may not enter into a contract valued at \$500 or more with the below individuals, unless the contract has been awarded through an open and public process including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the District employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

- (1) a District employee;
- (2) a member of the District employee's immediate family;
- (3) any business in which the District employee or a member of the District employee's immediate family is associated; or
- (4) any business in which a District employee, a member of the employee's immediate family, or business in which any such individual is associated is a subcontractor.

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

District employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value as defined in the accompanying [regulation](#)~~regulation~~[Regulation](#), and otherwise in accordance with Board ~~policy~~[Policy](#).

Improper Influence

No person shall offer or give to a District employee, or a member of the employee's immediate family or a business with which the employee is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that action or judgment of the District employee would be influenced thereby.

No District employee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding that the action or judgment of the District employee would be influenced thereby.

Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported in writing to the employee's immediate supervisor, building principal, or the Director of Assessment and Accountability. Any employee who receives a report of a perceived conflict of interest pursuant to this Policy shall promptly report such perceived conflict in writing to the Director of Assessment and Accountability. If the Director of Assessment and Accountability is the subject of the perceived conflict of interest, the employee or third party shall report the incident in writing to the Superintendent.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this ~~policy~~ Policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this ~~policy~~ Policy has occurred, the violation shall be reported to the appropriate agencies in accordance with applicable extent required by law.

Disciplinary/Corrective Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this ~~policy~~ Policy, the District shall take and document prompt, corrective action to ensure that such conduct ceases and will not recur. The Superintendent or designee shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this ~~policy~~ Policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary and other corrective action shall be consistent with Board Policies, Administrative Regulations, applicable collective bargaining agreements and state and federal laws.

This Policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest, including, but not limited to, relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards.

Conflict of Interest (Organizational and Board Members)

Definitions:

Confidential Information – information not attainable from reviewing a public document or from making inquiry to a publicly available source of information.

Immediate Family – a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

Conflict of Interest – use by a Board member of the authority of the Board member's office, or any confidential information received through holding public office, for the private pecuniary benefit of the Board member, a member of the Board member's immediate family or a business with which the Board member or their immediate family members are associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member, their immediate family members or a business with which the Board member or their immediate family members are associated.

Associated – (as used in connection with a business) means one who is an officer, director, owner or employee of or has a material financial interest in the business.

Material Financial Interest – any financial interest in a legal entity engaged in business for profit where said interest comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

Guidelines

All Board Members shall be provided with a copy of this Board Policy and acknowledge receipt and understanding of the guidelines contained herein in writing at the time of their orientation.

No Board Member shall be allowed to take the oath of office or enter or continue upon their duties, nor shall they receive compensation from public funds, unless the Board member has filed a statement of financial interests as ~~ter or continue upon their duties, nor shall the Board member receive compensation from public~~ required by law.

No Board Member shall engage in conduct that constitutes a conflict of interest.

Standards of Conduct

The following standards shall govern the actions of Board Members engaged in the selection, award and/or administration of contracts.

No Board Member may participate in the selection, award or administration of a contract if the Board member has a conflict of interest as defined above, as well as any other circumstance in which the Board Member, of the Board members immediate family or business partners, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The District may not enter into a contract valued at \$500 or more with the below individuals, unless the contract has been awarded through an open and public process including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board Member shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

- (1) a Board Member;
- (2) a member of the Board Member's immediate family;
- (3) any business in which the Board Member or a member of the Board Member's immediate family is associated; or
- (4) any business in which the Board member, a member of the Board member's immediate family, or business in which any such individual is associated is a subcontractor.

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Subject to the following exception, in the event any Board member, in the discharge of their official duties, would be required to vote on a matter that would result in a conflict of interest, the Board member shall be required to abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of the conflict of interest as a public record in a written memorandum filed with the Board Secretary.

Although a Board member is generally required to abstain from voting on any matter that would result in a conflict of interest, a Board member may vote on such a transaction or arrangement if the vote is needed to break a tie or if the Board member's vote is needed to make the majority or other legally required vote attainable. In those situations, the Board member must publicly disclose the conflict of interest and may not have any supervisory or overall responsibility for the implementation or administration of the transaction or arrangement.

Board Members may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value as defined in Administrative Regulation No. 4160 and otherwise in accordance with Board ~~policy~~Policy.

Improper Influence

No Board Member, nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board Member, nominee or candidate that the vote, official action or judgment of the Board Member, nominee or candidate for the Board would be influenced thereby.

Organizational Conflicts

Organizational conflicts of interest may exist when due to the District's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the District may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee, when brought to the Superintendent's attention, to determine whether it is likely that the District would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any District employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported in writing to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the ~~solicitor~~Solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this ~~policy~~Policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this ~~policy~~Policy has occurred, the violation shall be reported to the appropriate agencies in accordance with applicable extent required by law.

Corrective Action

If an investigation results in a finding that a complaint is factual and constitutes a violation of this ~~policy~~Policy, the District shall take and document prompt, corrective action to ensure that such conduct ceases and will not recur.

Corrective action shall be consistent with applicable law. The Superintendent or designee shall document the corrective action taken and, when not prohibited by law, inform the complainant.

This ~~policy~~Policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest, including but not limited to relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards.

Enrollment and Registration Requirements and Verification of Student Residency

Purpose

The Board recognizes its obligation to enroll school age students eligible to attend District schools, in accordance with applicable law.

Definitions

School age shall be defined in the accompanying regulation.

District of residence shall be defined as the school district in which a student's parents/guardians reside.

Residency Eligibility

A school age child is entitled to attend the public schools of the child's district of residence. Unless specifically permitted by Board Policy or federal or state law, only those students who are residents of the District may attend District schools. All other students ("non-resident students") are prohibited from attending District schools.

When a child's parents reside in different school districts due to separation, divorce or other reason, the child may attend school in the district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If a parent/guardian enrolling a student is relying on a court order or custody agreement as the basis for enrollment, school staff will require the parent/guardian to provide a copy of the order or agreement.

If the parents/guardians have joint custody and time is evenly divided, the parents/guardians may choose which of the two school districts the child will enroll for the school year.

If the child is an emancipated minor, the district of residence is the one in which the child is then living.

Enrollment Procedures

School age resident students and eligible non-resident students, as outlined in Board Policy and Administrative Regulation 5116, shall be entitled to attend District schools.

The District shall not enroll a student until the parent/guardian has submitted acceptable proof of the student's age, residence, immunizations and a completed Parent Registration Statement, as required by law and regulations.

The District shall administer a Home Language Survey to all students enrolling in District schools for the first time.

The District shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application. The District has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has supplied the District with the documents required as a prerequisite to enrollment.

The District shall immediately enroll identified homeless students as required by law, even if the student or parent/guardian is unable to produce the required documents.

The District shall not inquire about the immigration status of a student as part of the enrollment process.

Consequences of Attendance in Violation of Policy

Parents/guardians of students who become non-resident students after having formerly been residents must disenroll their children or risk being held liable for tuition and other consequences unless the student otherwise qualifies to attend District schools under another Board Policy or applicable law.

The Board may remove from school attendance a non-resident student in accordance with the due process requirements of applicable law. Parents, guardians and others who facilitate violation of this Policy or the accompanying Administrative Regulation may also be reported to law enforcement and assessed tuition.

Prior to accepting a student for enrollment, the Administration will require proof of residency and other information as set forth in the accompanying Administrative Regulation.

The Board authorizes the Administration, at any time, to require verification of continued residency from parents, guardians, or other adults with whom District students are residing where the District reasonably suspects that a student may not be legally residing in the District.

Cross reference: Policy No. 5112 Orientation Program for Students
Policy No. 5115 School Attendance Areas
Policy No. 5116 Non-resident Students – Enrollment Eligibility
Policy No. 5455 Homeless Students

Adopted: February 28, 2005

Revised: August 24, 2009

Revised: May 27, 2015

Revised: May 21, 2018

Revised: May 27, 2020

Revised: February 2, 2021

Revised: November 20, 2023

Reviewed: October 8, 2024

Reviewed: September 2, 2025

*Enrollment and Registration Requirements and Verification of Residency****Definitions:***

School age shall be defined as the period from the earliest admission age for the District's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years. For students who qualify as exceptional under the Individuals with Disabilities Education Act, school age shall be defined as the period from the earliest admission age for the District's kindergarten program until graduation from high school or until a student's twenty-second (22) birthday, whichever occurs first.

Registration Requirements:

Except for a ~~homeless student~~ student experiencing homelessness or as otherwise required by law, when a student of school age is presented to any District school for enrollment, school staff will require the following documentation before enrolling the student and permitting them to attend school:

1. Proof of the student's age - acceptable documentation includes one (1) of the following:
 - a. Birth certificate.
 - b. Notarized copy of birth certificate.
 - c. Baptismal certificate.
 - d. Copy of the record of baptism, notarized or duly certified and showing date of birth.
 - e. Notarized statement from the parents/guardians or relative indicating date of birth.
 - f. Valid passport.
 - g. Prior school record indicating date of birth.
2. Immunizations required by law - acceptable documentation includes:
 - a. Student's immunization record.
 - b. Written statement from prior school district or a medical office that the required immunizations have been administered, or that a required series is being administered.

Verbal assurances from prior school district or a medical office that required immunizations have been completed, with records to follow.

3. Proof of residency - acceptable documentation includes one (1) of the following from List A and one (1) of the following from List B, provided the address is clearly indicated in or on the document and provided that the document is validly issued and genuine as to the resident presenting the document:

List A

- a. ~~Deed~~A current deed
- b. ~~Lease~~An active residential lease agreement
- c. ~~Property tax bill~~A property tax bill no more than three months old
- d. Notarized multiple occupancy form

List B

- a. ~~Current utility bill or confirmation that a utility is being connected~~A utility bill no more than three months old
- ~~a.b.~~An internet bill no more than three months old
- ~~b.c.~~Current credit card billA credit card bill no more than three months old
- d. ~~Bank statement~~A bank statement no more than three months old
- e. An insurance document no more than three months old
- ~~e.f.~~A piece of mail sent in the past three months by the federal or state government, such as benefits information, voter registration, or tax documents.
- d. ~~PENNDOT identification or driver's license~~
- e. ~~PENNDOT vehicle registration~~
- f. ~~Copy of a state/federal program enrollment~~
- g. ~~Copy of paycheck stub with name and address of employer as well as employee~~
- h. ~~Residency affidavits~~

4. Parent Registration Statement - a sworn statement attesting to whether (1) the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, or infliction of injury or violence on school property, as required by law; or (2) the student was or is presently expelled for an offense involving a sexual assault conviction or adjudication, as required by law .
5. Home Language Survey - for all students enrolling in a school for the first time.

Documents That May Be Requested but Not as A Condition of Enrollment

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student's enrollment or attendance until the document(s) is provided:

- 1. Picture identification.
- 2. Health or physical examination records.
- 3. Academic records.

4. Attendance records.
5. Individualized Education Program.
6. Special education records.
7. Completed physical examination.
8. Completed Registration Form.

Documents That May Not Be Requested

School staff may not request any of the following information to verify enrollment or residency:

1. Social security number.
2. Reason for a student's placement if not living with natural parent.
3. Visa of student or parent.
4. Agency records.
5. Court order or records relating to a dependency proceeding, except in limited circumstances that occur when a custody order, agreement or dependency is being relied upon as the basis for enrollment.
6. Student's immigration status

Special Enrollment Considerations

District staff will consider what residency verification is reasonable in light of a family's situation and should be flexible.

Twins and higher order multiple siblings will be enrolled in the same manner as other students. Classroom placement of twins and higher order siblings will include parental input to the extent required by law.

The District cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the District can provide alternative education services during the period of expulsion for a student currently expelled for a weapons offense or for an offense involving a sexual assault conviction or adjudication. If a student has been expelled from the previous district for reasons other than a weapons or sexual assault offense, the District will review the student's prior performance and school record to determine the services and supports that will be provided upon enrollment in the District.

Students and families with limited English proficiency will be provided translation and interpretation services to the extent needed for them to understand the enrollment process and promptly enroll the student.

Requests for Student Records

Upon enrollment of a student, school staff will contact the student's prior school for a copy of the student's educational records. The prior district, if within Pennsylvania, is required by law to forward the records within ten (10) business days of the date of request.

When a student transfers from a Pennsylvania school entity, school staff will contact the sending school for a certified copy of the student's disciplinary record. The prior district is required by law to forward the certified copy within ten (10) days from receipt of the request.

When a student enrolls in any school, public or private, who previously attended school in another district in Pennsylvania, the district or school wherein the child is newly enrolled shall request and the district or school where the child previously attended shall surrender the health record of the child.

School staff will enroll a student no later than five (5) business days, regardless of receipt of student records from the prior school entity.

Students Enrolling Without Prior School Records

If a student is presented for enrollment without prior school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for a student placement that appears reliable as proof of successfully completed coursework, such as report cards and sworn affidavits of previous school teachers.

If reliable information cannot be obtained, the building principal, in consultation with the appropriate teacher(s), will promptly evaluate the student and determine the appropriate grade and/or courses for that student. The evaluation will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the Board for District students.

Change of Address

When a student or parent/guardian notifies the District of a change of address within the District's boundaries, the parent/guardian will be required to provide new proof of residency within the District, as outlined above, and may need to complete other enrollment/registration requirements.

Students Living with Resident Adult Other Than Parent

When a student lives with a District resident who is supporting the student without personal compensation (gratis), the student can enroll in a District school if the resident makes application and provides the required documentation. This option is not intended for students who are visiting or living in the District for the sole or primary purpose of attending a Tredyffrin/Easttown school.

In addition to the required documents, school staff will require the resident to provide one (1) of the following:

1. Legal documentation to show dependency or guardianship which may include a custody or dependency order; or
2. Sworn and notarized statement indicating that the signer is a District resident and is supporting the student without receiving personal compensation, the student is living with them continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

School staff may also require additional information to substantiate the sworn statement under (2) above before enrolling the student in District schools. Notwithstanding any procedure to the contrary outlined in other Board Policy or Administrative Regulations, if it is found that the information contained in the sworn statement is false, the child may be removed from school after notice of an opportunity to appeal the removal in accordance with the following procedure:

1. The appeal must be submitted to the Superintendent within five (5) school days of the notice of removal from school
2. The Superintendent or designee shall provide a written report including a statement of the basis for the removal.
3. The Superintendent or designee shall prepare a similar written report if Board involvement becomes necessary to resolve the issue.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.

School staff will not require the natural parent(s) or former guardian(s) to provide information.

The District reserves the right to periodically confirm the status of students attending District schools based on being supported gratis by a resident adult. This confirmation may include periodic visits to the home where the student is residing when conflicting information is provided or discovered regarding the eligibility status of a student.

Foster Students

Non-resident students placed in foster care in the District are entitled to the same educational privileges as students residing in the District and all protections outlined under applicable law. Non-resident exceptional students placed in foster care are entitled

to receive an appropriate program of special education. When a student is placed in foster care, or when a foster care student's placement changes, and the District is determined to be the student's school or origin, the District shall provide transportation to the foster care student in accordance with the Memorandum of Understanding and Transportation Plan in effect between the District and the Chester County Office of Children, Youth and Families, unless a court order or applicable law dictates otherwise.

In addition to the required documents, school staff may request a letter from the appropriate agency verifying that the student is residing with a foster parent or is in a pre-adoptive or adoptive home. School staff cannot request a court order or agency records.

Students Living in Institutions

If the District hosts a children's detention home, drug and alcohol treatment center or similar facility, the District is required to provide an education, and special education when appropriate, to non-resident students placed in the institution.

Students placed in a children's institution have the right to attend District schools if appropriate for the student, upon submission of required documents

Children of Military Personnel

The District shall take reasonable steps to ensure that the children of military personnel are enrolled in a timely manner, in compliance with the provisions of the Interstate Compact on Educational Opportunity for Military Children, as well as Sections 11-1184 and 13-1302 of the Public School Code.

Students Residing with Relatives or Family Friends Due to Deployment

When a student is a child of a Pennsylvania resident who is deployed by the military and the student is living for that time with relatives or family friends residing in the District, the student is entitled to attend District schools, upon submission of required documents pursuant to Section 13-1302 of the Public School Code.

School staff will presume the District resident is supporting the student gratis, without personal compensation or gain.

Advance Enrollment for Children of Active Duty Military Personnel

In addition to the provisions of the Compact, the District shall enroll the children of parents or guardians who are active duty members of the U.S. armed forces, including a reserve component, who have received official military orders to transfer into or within Pennsylvania, prior to establishing residency in the District. The parent or guardian must provide a copy of the official military orders and proof of their intention to move to the District. Proof may include a signed contract to purchase a home, a signed lease agreement, or a written statement from the parent or guardian stating their intention to move to the District.

Within forty-five (45) days after the arrival date specified in the military orders, the parent or guardian shall provide the District with proof of residence in the District.

Children of National Guard or Reserve Personnel

Notwithstanding any other provision of law, the children of National Guard or Reserve members shall be afforded the same rights as children of active duty military families under the Compact if their parent or guardian is required to move to the District to perform their responsibilities in the service of the National Guard or Reserve.

Students Returning from Delinquency Placements

When a student returns to the District from a delinquency placement, school staff cannot automatically place the student in an alternative education program just because they had been adjudicated delinquent.

A student returning from a delinquency placement is entitled to an informal hearing prior to being placed in an alternative education program in accordance with 22 Pa. Code §12.8 (c).

The purpose of the hearing is to determine if the student is currently fit to return to the regular classroom or if they meet the definition of a disruptive student. Factors the District will consider include: (1) if the incident causing the adjudication occurred at school or a school-sponsored event; (2) student's behavior in the placement; (3) recommendations of teachers and adults, such as the juvenile probation officers, who have worked with the student.

While the District shall offer to hold the informal hearing prior to placement in the program, if the student's presence in the regular classroom poses a danger to persons or property or provides a disruption of the academic process, immediate placement in the alternative program may occur with the informal hearing to follow as soon as practicable.

Address Confidentiality Program (ACP)

A family can enroll a student using an Address Confidentiality Program (ACP) that lists a post office box as their address.

School staff will accept this post office box as the legal address and will not require additional information about the residence. All other required documents must be submitted for enrollment.

School records from the former school will be forwarded through the Address Confidentiality Program (ACP).

The ACP can be contacted at 1-800-563-6399 regarding questions about the family's eligibility for enrollment.

Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student bring the dispute to the attention of PDE's School Services Office~~may file a complaint by mail, e-mail or telephone with the Superintendent or designee. The individual or the District may send written follow-up to the Department of Education, School Services Office~~ After receiving a complaint, a PDE representative will contact the school, family or other involved parties to gather information and to try to help resolve the dispute.

Verification of Continued Residency

The District may require parents/guardians or other adults with whom District students are residing to submit renewed proof of residency where the District reasonably suspects that a student may not be legally residing in the District. Removal proceedings may be brought against any student for whom the District does not receive continued proof of residency in the District. Any removal proceedings will take place in accordance with the procedures outlined in Board Policy and Administrative Regulation 5116.

Adopted: February 28, 2005

Revised: July 1, 2009

Revised: August 2010

Revised: April 27, 2011

Reviewed: May 21, 2015

Revised: May 3, 2018

Revised: May 5, 2020

Revised: January 5, 2021

Revised: February 2, 2021

Revised: November 8, 2023

Revised: October 8, 2024

Revised: September 2, 2025

Procedures for Enforcing School Attendance

The educational program is predicated upon the presence of the students and requires continuity of instruction and classroom participation. To ensure that students benefit through regular and consistent attendance, the Board authorizes the Superintendent to establish regulations to enforce state and federal requirements for student attendance and truancy.

The District shall encourage voluntary compliance with compulsory attendance laws before resorting to punitive measures.

Adopted: October 27, 1969
Revised: September 26, 1994
Revised: April 26, 2004
Revised: October 26, 2009
Reviewed: March 4, 2019
Reviewed: October 3, 2022
Reviewed: March 5, 2024

Tredyffrin/Easttown School District

Procedures for Enforcing School Attendance

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, which shall not be later than the age of six (6) years, until the age of eighteen (18) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

Truant shall mean having incurred three (3) or more school days or their equivalent of unexcused absences during the current school year by a child subject to compulsory school attendance. Once the amount of time missed due to both unexcused tardiness and unexcused early dismissals equals the amount of instructional time in a school day, that accumulated time shall be considered an unexcused absence.

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

Tardy shall mean arrival at school after the start of instructional time.

Early dismissal shall mean leaving school prior to the end of instructional time.

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

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

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

Attendance Officers

Attendance officers are in charge of enforcing the provisions of the Pennsylvania School Code regarding compulsory attendance for their individual schools. At the elementary school levels, principals or their designee(s) shall be the attendance officers for their individual schools.

At the middle school and high school levels, assistant principals designated by the principals or their designee(s) shall be the attendance officers for their individual schools.

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

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

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

Unexcused Absences

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

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

The mere fact that a parent/guardian has written an excuse note does not mean the absence is excused. Reasons for absence of a doubtful nature are subject to administrative review.

Excused Absences

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board, the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study, career education or District-sponsored cyber program; or the student is receiving approved homebound instruction.

A student absence is considered excused under the following circumstances:

- 1) When the student is prevented from attendance for mental, physical, or other urgent reasons such as:
 - Illness
 - Family Emergency
 - Death of a Family Member
 - Medical or Dental Appointments
 - Authorized School Activities
 - Educational Travel with Prior Approval (Maximum 20 school days per school year) (See Attachment 1)
 - Pre-approved religious instruction (limit 36 hours per year)
 - Bona Fide Religious Holiday
 - For purposes of receiving tutorial instruction in a field not offered in the District's curricula, when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of the commencement of such tutoring
 - Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The national veterans' organization or incorporated unit must provide the student with note in advance of the absence indicating the date, location and time of the event or funeral.
- 2) When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.
- 3) If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act.

- 4) If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.
- 5) For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- 6) If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with regard to school attendance, tests and extra-curricular or cocurricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days. Teachers shall assist students in making up work caused by such absences.
- 7) Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, “rare” means typically no more than 1 or 2 per year District-wide and “extraordinary circumstances” means the student is engaged in a profession or activity at a nationally recognized level.

Ten Consecutive Absences

Students who miss ten consecutive school days shall be deemed withdrawn from membership unless the school is provided with evidence that the absences are excused or the school is pursuing compulsory attendance prosecution. The District shall conduct a thorough investigation before removing a student with 10 consecutive absences from active membership. The investigation should document efforts by the District to contact the student's parent or guardian.

Policy Notification

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

School Responses and Procedures for Unexcused Absences

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

circumstances upon presentation of other satisfactory evidence of mental, physical, or other urgent reasons for nonattendance. The Attendance Officer shall maintain documentation of the reason for granting the waiver in order to ensure consistency in the application of this regulation.

When a child is absent from school, the Attendance Officer or designee will send a notice via email to the parents/guardians in the form set forth in Attachment 1. For parents/guardians with no designated email address, Attachment 2 & 3 will be mailed to the parent or guardian.

Student Make-up Work After Absence

It shall be the responsibility of secondary students to contact their teachers to make up work missed for excused absence. Teachers shall cooperate with the students to assist them in making up work after the students have contacted them. In the case of elementary school children who have excused absences, the responsibility for making up work shall be jointly shared by the teacher and the student.

In cases where students have been unlawfully absent, a decision to permit them to make up work missed shall be determined in advance by the principal and faculty of each school building. However, once the procedure has been determined by the local principal and faculty, it shall be applied consistently to all children with unlawful absences in that school.

Third Unexcused Absence

Within ten (10) school days of a child of compulsory school age's third unexcused absence, including any absence that is the result of accumulated unexcused tardiness and unexcused early dismissals, the Attendance Officer shall send an Official Notice of Truancy. (See Attachment 4). Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a school attendance improvement conference, and shall be in the mode and language of communication preferred by the person in parental relation to the child. When transmitted to a person who is not the biological or adoptive parent, such notice shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

Continued Absenteeism

If a child of compulsory school age continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then schedule a school attendance improvement conference, unless a conference was previously held following the Official Notice of Truancy. (See Attachment 5). The following shall apply with respect to a school attendance improvement conference:

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in

parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone.

- The outcome of the conference shall be documented in a written school attendance improvement plan, on the template provided by the Department of Education for this purpose.
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled school attendance improvement conference has passed.

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

Procedure for Addressing Habitually Truant Children

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

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

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

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

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

When referring a habitually truant child to the Chester County Office of Children and Youth or filing a citation with the magisterial district judge having jurisdiction over the region, the school shall provide verification that a school attendance improvement conference was held.

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

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

Exempt from Compulsory Education

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

Adopted: September 1973

Revised: August 1995

Revised: October 1, 2009

Revised: May 9, 2011

Revised: August 2012

Revised: May 18, 2017

Revised: August 8, 2017

Revised: August 14, 2017

Revised: August 24, 2017

Revised: September 7, 2017

Revised: March 4, 2019

Revised: May 5, 2020

Revised: January 5, 2021

Revised: October 3, 2022

Revised: March 5, 2024

Attachment 1**REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL TRAVEL**

As defined in the Tredyffrin/Easttown School District Administrative Regulation 5113, an excused absence may be granted for pre-approved educational travel.

If you wish to request that your child be excused from school for educational travel that is five (5) school days or less in duration, please complete this form and return it to your child's building principal at least two (2) weeks prior to the absence. Absences that will exceed five (5) school days require the additional approval of the Superintendent or designee. The maximum number of days that may be excused for educational travel in a given school year is twenty (20). Any school days missed beyond twenty (20) in a given year for educational travel will be deemed unexcused.

The granting of an excused absence for educational travel does not assure a passing grade for any subject/course of study. The responsibility for the completion of all assignment/assessments missed during the period of absence rests entirely with the individual student. This request constitutes a commitment on the part of the student to contact each of their teachers to arrange for the completion of assignments following the trip. Teachers are not required to provide work prior to the trip, and there should be no expectation that this will occur.

Date: _____ School: _____ Homeroom: _____

Student's Name: _____ Grade: _____

Parent/Guardian: _____ Telephone: _____

Parent/Guardian Email: _____

Full Address: _____

Dates of Absences: _____ Number of School Days: _____

Destination: _____

Who Will be Responsible for the Student(s) During the Absence? _____

Educational Value of Trip: (Attach Additional Sheets if Needed) _____

Parent/Guardian Signature: _____

Attachment 2

(Send on day of absence)

To the Parent(s)/Guardian(s) of:
«first_name_of_student» «last_name_of_student»

IMMEDIATE ATTENTION REQUIRED

RE: Student Absence

Grade of Student: «grade»

Date of Absence: «absence_details_for_the_letter»

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

- Reply to this email and check the appropriate excuse below, or
- Complete and return this form to your child's school.

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

For reply:

My child was absent on the above date because of:

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

Name of Parent/Guardian:

Signature of Parent/Guardian:

(Signature not required if emailed from designated email address)

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

School Attendance Office:

School Name:

School Attendance Email Address:

Attachment 3 (Send on day of final tardy or early dismissal leading up to an unexcused absence)

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

«first_name_of_student» «last_name_of_student»

IMMEDIATE ATTENTION REQUIRED

RE: Student Absence Due To Unexcused Missed Instructional Time

Grade of Student: «grade»

Dates of Unexcused Tardiness and/or Unexcused Early Dismissals: «Tardy dates and times»

This letter is to advise you that the amount of instructional time your child has missed due to accumulated unexcused late arrivals, unexcused early dismissals, or both on the dates indicated above adds up to a full day of missed instructional time. Pursuant to Board Policy and Administrative Regulation 5113, if a student misses the equivalent of a full day of instructional time due to unexcused late arrivals and/or unexcused early dismissals, that accumulated time is counted as an UNEXCUSED ABSENCE until the District receives a written excuse substantiating a valid reason for one or more of the late arrivals and/or early dismissals listed above. You may provide this excuse by doing one of the following:

- Reply to this email and check the appropriate excuse below, or
- Complete and return this form to your child's school.

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

For reply:

My child was either tardy or dismissed early on the following date(s) because of:

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

Signature of Parent/Guardian:

(Signature not required if emailed from designated email address)

Pennsylvania law requires the District to track student attendance and report truancy to designated state and local agencies in accordance with a designated timeline. In order to prevent the initiation of formal truancy proceedings, the District appreciates your prompt attention to this matter.

Should you have any questions, please feel free to contact your child's school.

School Attendance Office:

School Name:

School Attendance Email Address:

Attachment 4 3rd Unexcused Absence

VIA CERTIFIED MAIL

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

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

OFFICIAL NOTICE OF TRUANCY

Dear «guardian_title» «first_name_of_guardian» «last_name_of_guardian»:

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

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

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

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

A student who is habitually truant may not transfer to a cyber charter school during the school year unless a judge determines that the transfer is in the best interest of the child.

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

Sincerely,

Assistant Principal/Attendance Officer

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

cc: Attendance Officer Attendance Coordinator

Principal
School Counselor

Mental Health Specialist
Student File

[TO BE INCLUDED WITH ATTACHMENTS 4 AND 5]

24 PA Statute

Section 1333.3- Penalties for Violation of Compulsory School Attendance Requirements

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

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

(2) sentenced to perform community service; or

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

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

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

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

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

(2) A referral for services has been made to the county children and youth agency under this subdivision, the agency has not closed the case and the educational entity has not consulted with the county children and youth agency prior to filing the petition.

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

(e) Upon a second or subsequent conviction of a child or a person in parental relation with the child who resides in the same household as the child for a violation of the requirements of compulsory school attendance in a court within this Commonwealth within a three-year period,

the court shall refer the child for services or possible disposition as a dependent child under 42 Pa.C.S. Ch. 63.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(ii) (Reserved)

(i) At the time of conviction of a child for a violation of the requirements of compulsory school attendance under this article, the court shall make a determination on the ability of the child to transfer to a cyber charter school in accordance with section 1333(c.1). ((i) added Nov. 12, 2025, P.L.244, No.47)

(j) The court shall retain jurisdiction of the matter insofar as it relates to the completion of community service, a course, program or plan by the student as provided in subsection (a)(2) or (3) or (b), if applicable. Upon completion of the community service, course, program or plan, the court's jurisdiction is relinquished. ((j) added Nov. 12, 2025, P.L.244, No.47)

Attachment 5 After 3rd Unexcused Absence To Schedule School Attendance Improvement Conference (Unless A Conference Was Previously Held Following Official Notice of Truancy)

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

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

NOTICE OF SCHOOL ATTENDANCE IMPROVEMENT CONFERENCE

Dear «guardian_title» «first_name_of_guardian» «last_name_of_guardian»:

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

«absence_details_for_the_letter»

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

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

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

Sincerely,

Assistant Principal/Attendance Officer

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

For Office Use Only

Principal Approval

_____ Approved _____ Denied

Principal Signature _____ Date _____

Comments:

Superintendent/Designee Approval (Absences Exceeding 5 School Days)

_____ Approved _____ Denied

Superintendent or Designee Signature _____ Date _____

Comments:

Student Discipline

General Discipline Guidelines

The principal or designee of each school in the District shall have the authority to discipline students for sufficient reason in accordance with Board Policy, any applicable school the specific building Code of Conduct, Pennsylvania Public School Code of 1949, as amended, and other applicable Federal and State laws and/or regulations and applicable law.

Discipline measures may include, but are not necessarily limited to, warning, detention, restorative practices, suspension, expulsion or other appropriate responses to the circumstances as determined by the principal or designee. In addition, support measures at school will be reviewed for the student in violation of this Policy, as well as for anyone who is determined to be a recipient of the behavior. The severity of any consequence should be proportional to the severity of the offense and take into account, among other considerations, the age of the student, the student's disability status, the student's prior disciplinary record, special circumstances about the incident, as well as any applicable laws or regulations. Violations of this Policy and the accompanying Administrative Regulation shall be reported to local law enforcement in accordance with the Memorandum of Understanding in effect between the District and the local law enforcement agency.

School personnel shall promptly notify the following:

1. The disciplined student's parent or guardian of such disciplinary action.
2. The parent or guardian of any student determined to be a target or recipient of behaviors targeting others in violation of this Policy.
3. Any staff member who is determined to be a target or recipient of behaviors targeting others in violation of this Policy.

Offenses committed on school grounds, in school vehicles or while participating in school-sponsored activities on or off school premises or that have some other legally-recognized nexus to the school that are considered to be of an extremely serious nature and may result in either suspension or expulsion, include but are not limited to the following:

1. Inappropriate physical contact, attack, fighting, bullying, cyberbullying, hazing, harassment, threatening behavior or threats.
2. The use of, distribution of, or possession of, any substance subject to Policy 5405 (Student Substance Abuse) or 5411 (Tobacco Products: Possession and Use (Students)). Aiding or abetting any of the above actions regarding substances subject to Policy 5405 or 5411 shall be treated in the same way.
3. The use, possession, or transfer of any item which could be considered a weapon or which is dangerous in nature, as outlined in Policy 5410 or in accordance with applicable law.

4. Destruction or defacing of school property.
5. Infraction of school rules that carries the consequence of suspension or expulsion, as outlined in the applicable Student Handbook, Code of Conduct or otherwise in Board Policy or an accompanying Administrative Regulation.
6. Conduct adversely affecting the school routine or otherwise endangering the physical or mental well-being of others.
7. Inappropriate physical contact, attack, threatening behavior, threat or other retaliatory conduct directed at school staff members, or other members of the school community while subject to the school's jurisdiction, their property, or their families.

The Superintendent or designee will establish guidelines in the accompanying [Administrative](#) Regulation for further communication of situations involving threatening behaviors and threats.

Suspension

When a suspendable offense occurs, the principal or designee shall meet with the student, at which time the student shall have the opportunity to offer an explanation of the infraction. After that meeting, the principal or designee may suspend a student, either in-school or out-of-school. Parents/guardians will be notified.

When a suspension exceeding three school days is ~~under consideration~~[imposed](#), the principal or designee shall offer the student and student's parents/guardians an informal hearing, as required by law. After such hearing the principal or designee may extend the suspension for a period of up to ten total school days. Parents/guardians will be notified.

The principal shall promptly report all suspension actions to the Superintendent or designee.

Expulsion

The Board may either expel for a period exceeding ten (10) consecutive school days or may permanently expel any student whose misconduct and disobedience is such as to warrant this sanction. Expulsion proceedings shall be in accordance with applicable state law and regulations.

Supports

The Superintendent or designee will coordinate with the schools to promote reasonable uniformity of available supports among the schools with consideration for elementary, middle school and high school levels.

Special Considerations - Discipline of Students with Disabilities

The discipline of students with disabilities shall be in accordance with federal and state law, their Section 504 Plan or Individualized Education Program, a behavioral intervention plan and Board Policy.

Special Considerations – Bullying, [Cyberbullying](#), Hazing, Discriminatory Harassment, Threatening Behavior and Threats

It is the Policy of the Board to maintain a safe, positive and respectful environment for students and staff that is free from bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior and threats. Any form of bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior or threats that is a part of a school sponsored or student activity or organization is prohibited. No student, coach, activity sponsor, volunteer, District employee, administrator, representative, agent, or contractor shall plan, direct, encourage, assist, engage in, tolerate, condone, ignore or fail to properly report any known instances of bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior or threats.

Students who believe they or others have been subjected to bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior or threats are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor. In the event a report is received by an individual other than the building administrator, the building administrator shall be notified so that a proper investigation may begin. Students are also encouraged to report allegations of sex discrimination or sex-based harassment to the District's Title IX Coordinator. In the event a report of sex discrimination or sex-based harassment is received by an individual other than the Title IX Coordinator, the Title IX Coordinator shall be notified so that a proper investigation may begin.

Students, administrators, coaches, activity sponsors, volunteers, District employees, representatives, agents, and contractors shall be alert to incidents of bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior and threats and shall promptly report such conduct to their supervisor or the building principal. In the event a report is received by an individual other than the building administrator, the building administrator shall be notified so that a proper investigation may begin. Individuals are also encouraged to report allegations of sex discrimination or sex-based harassment to the District's Title IX Coordinator. In the event a report of sex discrimination or sex-based harassment is received by an individual other than the Title IX Coordinator, the Title IX Coordinator shall be notified so that a proper investigation may begin.

The Board directs that the District promptly investigate ~~all~~ complaints [as specified in the accompanying Regulation related to](#) ~~of~~ bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior and threats, and administer appropriate discipline to any individual who violates this Policy or the accompanying Administrative Regulation, in accordance with applicable Board Policies, Administrative Regulations, and any applicable Code of Conduct. Appropriate corrective and preventative action shall be taken when allegations are substantiated.

Reports of alleged bullying, [cyberbullying](#), or hazing that could be interpreted to also

constitute sex-based discrimination or sex-based harassment shall be handled in coordination with the Title IX Coordinator. Reports of alleged sex discrimination or sex-based harassment must be handled in accordance with the Title IX grievance procedures set forth on the District's website¹ in the document titled "Grievance Process with Exhibits." Complaints of bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior and threats may also be referred to the appropriate law enforcement agency for investigation, as required by law or in accordance with Board Policies and Administrative Regulations.

No reprisals nor retaliation shall occur as a result of good faith charges of bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior or threats. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

The District shall inform students, staff, parents, independent contractors and volunteers that bullying, [cyberbullying](#), hazing, discriminatory harassment, threatening behavior and threats of students will not be tolerated, by a variety of methods which may include publication in handbooks, on the District's website, and presentations to students and staff when appropriate.

Threat Assessment Team

The Superintendent or designee will establish a Threat Assessment Team at each District school. The Threat Assessment Teams shall be comprised of school and District personnel, including the District's ~~School~~ Safety and ~~Security~~ Coordinator, with expertise in school health; counseling, school psychology or social work; special education; and school administration. Threat Assessment Teams shall be charged with the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, including reports received through Safe2Say and those regarding students exhibiting self-harm or suicide risk factors or warning signs.

The Superintendent or designee shall designate a member of each Threat Assessment Team as the team leader. The Superintendent or designee will issue regulations to establish and implement the Threat Assessment Team in accordance with applicable law.

The Superintendent or designee shall notify students, staff, and parents/guardians about the existence and purpose of the Threat Assessment Team through posting information on the District's website.

The Threat Assessment Team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other District reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.

The Threat Assessment Team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other District reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the Threat Assessment Team.

The Threat Assessment Team will undergo training in accordance with applicable law. This training shall address, at a minimum, the responsibilities of team members, the process of identifying, reporting, assessing, responding to and intervening with threats, including identifying and avoiding racial, cultural or disability bias, and confidentiality requirements under applicable law. The Threat Assessment Team will undergo training specially with reference to behaviors related to student disabilities and how such behaviors may be mitigated through appropriate school-based supports and services. Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law.

In order to effectively carry out their designated duties, Threat Assessment Teams will have access to the following student information maintained by the District to the extent permitted by federal law:

1. student health records,
2. prior school disciplinary records,
3. records related to adjudication under applicable law and regulations,
4. records of prior behavioral or mental health or psychological evaluations or screenings,
5. records related to student's disability status and educational supports and services and
6. other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student.

The Threat Assessment Team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not re-disclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law. The Threat Assessment Team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board Policy and the District's legal and investigative obligations. Threat Assessment Team members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, and Board Policy.

Reporting Disciplinary Incidents & Threat Assessment to the Board

The Board shall receive an annual summary of disciplinary incidents, consistent with state and federal reporting.

Annually, the Board shall be provided with information, during an executive session, outlining the District's approach to threat assessment, which shall include: verification that the District's threat assessment team and process complies with applicable law and regulations; the number of threat assessment teams assigned in the District, and their composition; the total number of threats assessed that year; a summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers; an assessment of the District's threat assessment team(s) operation; recommendations for improvement of the District's threat assessment processes; and any additional information required by the Superintendent or designee.

Delegation of Responsibility

The Superintendent or designee shall develop and promulgate an Administrative Regulation implementing this Policy.

The Superintendent or designee, in cooperation with other appropriate administrators, shall ensure the review of this Policy and the accompanying Administrative Regulation no less than every two (2) years, and recommend any necessary revisions.

Legal References:

18 Pa. C.S.A. 2801 et seq (Timothy J. Piazza Antihazing Law)
24 P.S. 1301-E; 1302-E

Adopted: April 12, 1976
Revised: February 26, 1990
Revised: September 26, 1994
Revised: October 25, 1999
Revised: October 24, 2005
Revised: November 21, 2011
Revised: October 24, 2016
Revised: May 21, 2018
Revised: October 22, 2018
Revised: June 10, 2019
Revised: April 27, 2020
Revised: August 17, 2020
Revised: November 23, 2020
Revised: August 31, 2021
Revised: June 13, 2022
Revised: October 25, 2022
Revised: November 25, 2024

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Definitions

For purposes of this Administrative Regulation and related Policy, the following definitions shall apply:

Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts which meet the following criteria:

1. directed at another student or students;
2. occurs in a school setting;
3. is severe, persistent or pervasive; and
4. has the effect of doing any of the following:
 - a. substantially interfering with a student's education; or
 - b. creating a threatening environment; or
 - c. substantially disrupting the orderly operation of the school.

Cyberbullying shall mean bullying through the use of electronic technology or communication, including data, computer software or online platforms regardless of their origin, using a device, system, network, internet service, email, social media or other digital means, including artificial intelligence – generated or modified media, when the conduct meets the criteria in (1), (3), and (4) of the above definition of “bullying.”

School setting shall mean in school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the District.

Hazing occurs any time a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate Federal or State criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing, regardless of whether the consent of the student was sought or obtained or whether the conduct was sanctioned or approved by the student organization.

Any activity, as described above, shall be deemed a violation of this Policy and the accompanying Administrative Regulation, regardless of whether the consent of the student was sought or obtained or whether the conduct was sanctioned or approved by the student organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the District.

Bodily injury shall mean impairment of physical condition or substantial pain.

Serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Discriminatory harassment means verbal, written, electronic, graphic or physical conduct relating to an individual's actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status or handicap/disability when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects a student's educational performance or creates an intimidating, threatening or abusive educational environment; and/or
2. Has the purpose or effect of unreasonably interfering with a student's educational performance; and/or
3. Adversely affects a student's educational opportunities.

Discriminatory harassment includes, but is not limited to, slurs, jokes, bullying, cyberbullying, hazing or other verbal, written, electronic, graphic or physical conduct relating to an individual's actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status or handicap/disability. Discriminatory harassment also includes sex-based harassment and sexual harassment, as defined below.

Sexual harassment is a specific form of discriminatory harassment which means unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical

conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom or the school environment. Title IX sex discrimination and sex-based harassment are defined within the District's applicable Title IX grievance procedure.

Title IX discrimination includes discrimination on the basis of sex. Definitions of Title IX discrimination and sex-based harassment, including sexual assault, dating violence, domestic violence, and stalking, are defined within the District's applicable Title IX Grievance procedure.

Threat means a communication of intent to harm another individual or property or behavior suggesting intent to harm an individual or property.

Threatening behavior shall mean a physical, verbal or written threat to (1) commit violence with intent to terrorize, injure or damage another or others, (2) cause evacuation of a building, place of assembly or facility of transportation, or (3) otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Title IX Coordinator means the District's Director of Equity and Public Programs as identified in the accompanying Administrative Regulation.

Transient threat means there is no sustained intent to harm.

Substantive threat means the intent of the threat is present (or not clear) and therefore requires protective action.

Behaviors targeting others means ~~bullying~~bullying, cyberbullying, hazing, discriminatory harassment, threatening behaviors, and threats collectively.

Weapon shall be defined consistent with state law and shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, and rifle as well as any other tool, instrument or implement capable of inflicting serious bodily injury which tool, instrument or implement is possessed with the intent to threaten or harm another person.

Guidelines for Developing Self-Discipline

1. The development and maintenance of self-discipline is an integral aspect of learning.
2. Each professional staff member, as a part of the normal teacher-learning process, shall develop and emphasize self-disciplinary procedures with students.
3. Each staff member is responsible for contributing to the maintenance of these standards of behavior which are conducive to learning in the school setting, as defined in the Policy.

Disciplinary Action

Building Level

1. Under these District-wide guidelines, basic standards of behavior shall be developed and then reviewed annually within each building of the District to ensure consistent application across all District schools.
2. Building administrators and their designees shall be responsible for implementing and maintaining appropriate, nondiscriminatory and consistent building-wide standards.
3. Punishment or consequences will be proportional to the severity and frequency of the infraction with consideration of academic consequences associated with discipline.
4. The individuality of each student and each incident shall be taken into consideration in any disciplinary action.
5. Support measures will be reviewed. Special consideration shall be given to the status of students with disabilities, and compliance with all safeguards and protections to which disabled students are entitled shall be ensured.
6. If a student is suspended from school, a building administrator shall contact the parent(s) or guardian(s) by telephone or face-to-face prior to re-admittance of the student.

District Level: Expulsion

1. When a building principal or designee is recommending that a student be considered for potential expulsion, they shall submit to the Superintendent the following information:
 - a. A chronology of the incident(s).
 - b. Statement(s) by those involved in the incident(s).
 - c. Statement(s) from educators currently familiar with the student's situation.
 - d. A review and recommendation by the principal.
 - e. Records and information relating to the student's disability, if applicable.
2. The Superintendent or designee may review the student's file in determining the appropriate action. In the event that the Superintendent recommends that expulsion proceedings be brought against a student, a formal hearing shall be offered to the student and their parent(s)/guardian(s) in accordance with Board Policy and applicable law.

Protocol for Assessment of Threatening Behaviors and Threats

See Attachment A for the decision tree that guides the following protocol:

1. Building administrator or designee conducts initial investigation to verify the incident and the probability of student involvement.
2. If the building administrator or designee cannot verify the incident, then the parent/guardian of all known students associated with the reported incident should be contacted. No further action is required.
3. If the threatening behavior or threat occurs in the context of a time-sensitive consultation with a mental health specialist, the mental health specialist shall conduct an immediate clinical interview with the student in order to be able to assess the nature and extent of the threatening behavior. This interview does not require prior consent by the student's parent or guardian or the student themselves.
4. Upon a preliminary determination that a student's behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others, then the building administrator or designee convenes the Threat Assessment Team and serves as the designated leader. The Threat Assessment Team shall include individuals as outlined in the accompanying Board Policy. Additionally, if the student who made the threatening behavior or threat has an Individualized Education Program (IEP) or 504 Plan, then at least one school staff member of the student's IEP or 504 team, who is not an administrator, will serve on the Threat Assessment Team and the pertinent portions of the student's IEP or 504 Plan will be shared and reviewed.
5. The Threat Assessment Team shall immediately notify the Superintendent or designee, the student's building principal and the school safety and security coordinator upon a preliminary determination of a threat.
6. The Threat Assessment Team will take into consideration the developmental age and disability of the students involved when determining discipline measures and supports. Additionally, the Threat Assessment team will consider whether appropriate supports and services for a disabled student which may potentially mitigate the threatening behavior have been offered and implemented.
7. The building administrator or designee contacts parent(s)/guardian(s) of the student who engaged in threatening behaviors or threats to review these steps in the protocol, which do not necessarily need to be taken in the order listed below, in addition to any requirements of the section regarding *Suspensions of Students with Disabilities*:
 - a. The student will be removed from class to a safe location and/or additional supervision will be assigned.
 - b. Parent(s)/guardian(s) is/are notified by the building administrator and an initial investigation is conducted by the building administrator or designee.

- c. Upon receipt of parental, guardian and/or, if the student is 18 or older, student consent, a clinical interview, or additional clinical interview if a clinical interview has already been conducted pursuant to number 3 above, may be completed by a District mental health specialist and the results of the clinical interview will be discussed with the Threat Assessment Team and parent(s)/guardian(s). The Threat Assessment Team shall provide the District mental health specialist with all relevant records and information relating to the student's disability, if applicable.
- d. Based upon the available information, the Threat Assessment Team will categorize the threat as transient or substantive. If the Threat Assessment Team cannot resolve the threat as transient, then they may consult with the police. In this context, "consult with" serves two purposes. Consultation allows law enforcement to participate in the threat assessment process, as contemplated by the Public School Code, to assist with the determination as to whether a threat constitutes a transient or a substantive threat. Consultation also provides the opportunity for communication between school officials and law enforcement to share information known by one agency with the other in order to best plan protective supports as appropriate. If a threat is considered a serious substantive threat, then the Threat Assessment Team will consult with the police. If the threat is a very serious substantive threat, then the building administrator or designee will contact the police to request further investigation.
- e. The building administrator, with input from the Threat Assessment Team, will determine any disciplinary action on a case-by-case basis while considering the severity of the threatening behavior or threat and prior relevant disciplinary history of the student. The Threat Assessment team will consider whether supports and services included in any disabled student's IEP or 504 plan have been implemented as required. The Threat Assessment Team may also, as appropriate, refer the student to other support-based resources such as the Student Assistance Program and appropriate community resources.
- f. A designated member of the Threat Assessment Team will maintain contact with the family of the suspended student during any period of suspension from school.
- g. Whether determined to be a transient or substantive threat, the student may be required to attend school-based counseling session(s).
- h. If the Threat Assessment Team determines the threat is transient, the student may return to school pending the outcome of any disciplinary action.
- i. If the Threat Assessment Team determines the threat is substantive, a mental health risk assessment ("the mental health risk assessment") shall be required.
- j. If the mental health risk assessment is required, it will be completed by a District-selected or District-approved certified child and adolescent psychiatrist or other

District-selected or District-approved qualified mental health professional. Any mental health risk assessment shall include review of all relevant records and information relating to student's disability, if applicable.

- k. The Office of Individualized Student Services will schedule the mental health risk assessment, and the school administrator or designee will contact the parent(s)/guardian(s) to discuss arrangements for the mental health risk assessment.
 - l. Signed parent/guardian consent is required for the mental health risk assessment to commence. If signed consent is not forthcoming and the family has not made arrangements with a District-approved psychiatrist or other mental health professional, then the student will be suspended, pending the development of a District-approved written plan to ensure the safety of the student and others in school. If the District provides non-disabled students with work materials related to on-going classroom instruction during this period of removal, it shall do the same for disabled students, ensuring access to FAPE.
 - m. If there is a delay in the completion of the mental health risk assessment beyond the length of the assigned suspension, then a District-approved written safety plan will be developed to ensure the safety of the student and others before the student is scheduled to return to school.
 - n. If suspension exceeds three (3) school days, the student has the right to an informal hearing. If suspension exceeds ten (10) school days, the student has the right to a formal hearing.
 - o. The building administrator or designee will hold a conference with a suspended student and their parent/guardian prior to readmission to school.
 - p. A student who is suspended or expelled for threatening behavior or making a threat is subject to random searches in accordance with Policy 5412 and applicable law.
 - q. Police must be notified by the building administrator in the event of a weapons offense, as defined in Policy 5410.
 - r. During non-school hours, such as through the state's required anonymous reporting system (Safe2Say Something), police may be notified by a building or District administrator in situations where the health, safety or welfare of students, staff or District property are thought to be in jeopardy as determined by the building or District administrator.
8. Office of Individualized Student Services or designee prepares appropriate parent/guardian permissions for assessment and release of information for building administrator to secure parent/guardian signature.

9. Upon receipt of permission and information release from the parent(s)/guardian(s), building administrator or designee contacts the District-approved mental health professional to provide student records and information about the incident.
10. The administrator or designee makes arrangements with the mental health professional to contact the building administrator or designee immediately following the mental health risk assessment as to whether the student is safe to return to school and to make recommendations for support. Following the mental health risk assessment, the mental health professional contacts the building administrator or designee as per previous agreement. The administrator or designee contacts the parent(s)/guardian(s).
11. If the mental health risk assessment determines that the student is not considered a threat to self or others, then the student may return to school as determined by the building administrator pursuant to District disciplinary procedures.
12. Supports and services are guided by assessment data and determined by the appropriate building-based team. Building and District personnel work with the parent(s)/guardian(s) and student to discuss and implement recommendations.
13. A report from the mental health risk assessment is sent to the Office of Individualized Student Services which, in turn, will disseminate it to the building administrator and the parent(s)/guardian(s).

Communication of Situations Involving Bullying, Cyberbullying, Hazing, Harassment, Threatening Behaviors and Threats ("Behaviors Targeting Others")

A school administrator, or in limited cases, their designee, shall promptly notify the parent or guardian of any student:

1. determined to be a target or recipient of behaviors targeting others; or
2. who displays threatening behavior or makes a threat, or who engages in behavior determined to be bullying or cyberbullying behavior, as defined herein.

The Superintendent or designee shall, in their discretion, authorize school or community-wide communications in accordance with Board Policy, the Family Educational Rights and Privacy Act (FERPA) and other applicable law based on relevant conditions, which may include but is not limited to the following:

- (1) the nature or severity of the threat;
- (2) the number of individuals targeted by a threat;
- (3) the degree to which there has been an expression of schoolwide or community concern or potential schoolwide or community exposure;
- (4) recommendation of law enforcement; and
- (5) consultation with District Solicitor or other legal counsel

Not all five conditions need to exist in order for notification to be given.

Supports

The principal or designee will review the supports available at school for anyone determined to be a target or recipient of behaviors targeting others, as well as for their family. The principal or designee will review supports available at school for the student in violation of the Policy, as well as for their family.

Examples of supports include no-contact orders, counseling, additional adult supervision and/or changes to class schedules. An explanation of many supports the District offers can be found at the following link:

<https://www.tesd.net/fs/resource-manager/view/76f336fc-ebcf-4862-9d69-e71443942a7f>
<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/24/Student%20Well-Being%20Brochure.pdf>

Suspensions of Students with Disabilities

Typically, students with disabilities and students determined to be handicapped under Chapter 15, may not be suspended beyond ten (10) consecutive school days and fifteen (15) cumulative school days ("the 10/15 day limits") allowed by State Board of Education regulations, 22 Pa. Code §14.143. The exception to this general rule is where the IEP team determines that the student's conduct was not a manifestation of the student's disability. No later than the day on which the decision to take disciplinary action is made, the District shall notify the parent(s)/guardian(s) of the decision and of all procedural safeguards under the IDEA and Section 504 of the Rehabilitation Act.

When discipline is to be imposed upon a student with a disability, school personnel have the authority to (1) remove the child from his or her current placement to an appropriate interim alternative educational setting or suspension for a period of not more than the 10/15 day limits to the extent such discipline would be applied to students without disabilities; (2) assign the student to an alternative educational setting for the same period as such discipline would be imposed upon children without disabilities if there has been a determination that the conduct at issue was not a manifestation of the child's disability or (3) assign the student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the conduct at issue was a manifestation of the child's disability if the special circumstances for emergency placement described in this Administrative Regulation apply.

When a student with a disability has committed an act that would result in a suspension from school all regular disciplinary procedures must be followed. If the proposed suspension is longer than the 10/15 day limits or involves the exclusion of a student with Intellectual Disability, it is considered a change of educational placement as defined in 22 Pa. Code §14.143. Any recurring, part-day removals may constitute a change of

placement just as recurring full day removals of the student from the class constitute a change in placement.

If proposed discipline would result in a change in placement, then in addition to other applicable procedures, within ten (10) school days of any decision to change the placement of a student with a disability, the relevant members of the IEP or 504 team must conduct a manifestation determination as set forth below.

Emergency Exclusions for Students with Intellectual Disability

The protection afforded students with intellectual disability in the Commonwealth concerning suspension is greater than the protection afforded other students with disabilities. For students with intellectual disability, any suspension is a change in placement; however, the regulations provide a mechanism for emergency exclusions of students with intellectual disability, where necessary.

If a discipline problem with a student with intellectual disability is so immediate or severe as to warrant immediate action, the District, via the Director of Special Education, with the approval of the Secretary of Education or a designee, may implement an interim change in educational placement, including exclusion from school, as long as notice is provided to the parent(s)/guardian(s) and a due process hearing is scheduled as soon as possible. The Secretary approval process is available only for an exclusion of a student with intellectual disability for ten (10) school days or less. A school district proposing to exclude a student with intellectual disability must first notify the student's parent(s)/guardian(s) in writing requesting approval. If the approval is not given, the parent(s)/guardian(s) and/or the District has/have the right to a due process hearing to determine whether a change in placement is appropriate.

In the event of a weapons incident, the appropriate procedures are followed including police notification, documentation for state reporting and recommendation to the Superintendent by administration for discretionary action if warranted.

IEP/Multidisciplinary Team Consideration

Within ten (10) school days after the decision to change the placement, the relevant members of the IEP or 504 team as determined by the parent(s)/guardian(s) and the Administration, must consider whether the student's behavior is attributable to the student's disability. In making this determination (hereafter called the manifestation determination), the IEP or 504 team must review all relevant information in the student's file, including the IEP or 504 plan, any teacher observations and any relevant information provided by the parent(s)/guardian(s) to determine: (a) whether the conduct in question was caused by or had a direct and substantial relationship to the student's disability; and (b) whether the conduct in question was the direct result of the District's failure to implement the IEP or 504 plan. If the team determines that the answer to either of these questions is "yes", then the conduct shall be deemed a manifestation of the student's disability.

Conduct Deemed a Manifestation of Disability

If the conduct is deemed a manifestation, then the IEP or 504 team must (a) conduct a functional behavioral assessment of the student unless such an assessment was previously conducted and develop and implement a behavior intervention plan, unless such a plan has already been developed; or (b) if a behavior intervention plan was previously developed, then the IEP or 504 team must review the plan and modify it as necessary to address the behavior.

The behavioral intervention plan will provide the vehicle in the determination of what constitutes a change in educational placement for each student's program. If the IEP or 504 team has included certain school responses to student behavior in the behavior intervention plan, the application of the agreed upon procedures will not constitute a change in educational placement.

Additionally, if the conduct is deemed a manifestation of the student's disability, then the student must be returned to the placement from which the student was removed unless (a) the parent(s)/guardian(s) and the District agree to a change in placement as part of a behavioral intervention plan; or (b) the special circumstances for emergency placements set forth in this Administrative Regulation apply. If the conduct in question involved any of these special circumstances, then the District may assign the student to an alternative educational setting for not more than forty-five (45) school days, regardless of whether the conduct was a manifestation of the student's disability.

If the conduct is deemed a manifestation, but the District believes that maintaining the current placement is substantially likely to result in injury to the child or others, then the District may request an expedited due process hearing which must be scheduled within twenty (20) school days of the request. The student must remain in the current placement pending the hearing officer's decision, unless the District and the parent(s)/guardian(s) agree to an alternative placement.

Conduct Not a Manifestation of Disability

If the conduct is not deemed a manifestation of the student's disability, then the District may proceed with the disciplinary measures applicable to students without disabilities in the same manner and for the same duration as they would apply to students without disabilities. The District is still required to provide a free appropriate public education to the student, but it may provide the education in an alternative setting. If a hearing before the Board is necessary, then the Board must receive the complete special education and disciplinary record of the child, including any and all current records and information specifically related to the student's disability.

If the parent(s)/guardian(s) disagree(s) with determination that the behavior was not a manifestation of the student's disability, then the parent(s)/guardian(s) has/have the right

to an expedited hearing to challenge the determination. During the appeal, the student must remain in the interim alternative educational setting until the disposition of the appeal or until the expiration of the period of exclusion, whichever occurs first, unless the District and the parent(s)/guardian(s) agree otherwise.

If the conduct is not deemed a manifestation, then the District must, as appropriate, provide a functional behavioral assessment, behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

Special Circumstances for Emergency Placements

The Administration can remove a student with disabilities to an interim alternative educational setting for a period of forty-five (45) school days regardless of whether the conduct in question was a manifestation of the student's disability under the following circumstances:

Weapons

A student with a disability who carries or possesses a dangerous weapon to or at school, on school premises, on a school vehicle, or to or at a school function can be placed in an interim alternative educational setting for a maximum of forty-five (45) school days (the IEP team determines the setting and the student returns to regular education on the 46th school day unless a mutually agreed upon new placement has been identified). Procedures described above related to the manifestation determination and development of a functional behavioral assessment and implementation or modification of a behavioral intervention plan still apply.

For purposes of this Regulation and related Policy, "District property" means on District grounds, at school-sponsored activities or on public conveyances providing transportation to a school or school-sponsored activity.

Controlled Substances

A student with a disability who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, on a school vehicle, or at a school function can be placed in an interim alternative educational setting for a maximum of forty-five (45) school days (the IEP team determines the setting and the student returns to regular education on the 46th school day unless a mutually agreed upon new placement has been identified). The term "illegal drug" means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional. This does not include a legally-prescribed drug. A "controlled substance" is a substance as defined in the Controlled Substances Act (21 U.S.C. § 812(c).) Procedures described above related to the manifestation determination and development of a functional behavioral assessment and implementation or modification of a behavioral intervention plan still apply.

Serious Bodily Injury

A student with a disability who has inflicted serious bodily injury upon another person while at school, on school premises, on a school vehicle, or at a school function can be placed in an interim alternative educational setting for a maximum of forty-five (45) school days (the IEP team determines the setting and the student returns to regular education on the 46th school day unless a mutually agreed upon new placement has been identified). Serious bodily injury is defined as “bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.” Procedures described above related to the manifestation determination and development of a functional behavioral assessment and implementation or modification of a behavioral intervention plan still apply.

For any of these special circumstances for emergency placements, if a student’s conduct is deemed not to be a manifestation of the student’s disability, then the District can impose discipline beyond the forty-five (45) school days to the extent and for the duration that it would impose such discipline on students without disabilities. If the District proposes such a placement beyond the forty-five (45) school day alternative placement, then the District must offer a formal hearing as it would for students without disabilities, in accordance with Board Policy and applicable law.

Procedures for Suspensions of Students with Disabilities

For suspensions of one to three school days and four to ten school days for all students with disabilities, except those who have intellectual disability, follow procedures used for regular education students. In addition, the principal should notify the appropriate special education supervisor of the suspension and the readmission date.

For special education and 504 students who are being suspended for periods of time longer than the 10/15 school day limits:

1. Prior to the student actually serving any suspension in excess of the 10/15 school day limits, the relevant members of the IEP/504 team must conduct a manifestation determination.
2. If the IEP team determines the conduct was a manifestation of the student's disability, then the IEP/504 team must conduct a functional behavioral assessment, unless one was already conducted and develop/modify a behavior intervention plan. Additionally, the student may not be suspended in excess of the 10/15 school day limits unless the special circumstances for emergency placement set forth above apply (dangerous weapon, illegal drugs/controlled substance, inflicted serious bodily injury on another). If special circumstances do not apply and the District believes that maintaining the current placement is substantially likely to result in injury to the student or others, then the District can request an expedited due process hearing. The District shall not refer a student with a disability to an alternative educational

placement unless other avenues for addressing their conduct in the current General Education Placement have been unsuccessful.

3. If the IEP/504 team determines the conduct was not a manifestation of the student's disability, then the student may be suspended in excess of the 10/15 school day limits. The decision of the IEP/504 team need not be unanimous and can be made over a parent/guardian objection, subject to the parent(s)/guardian(s) having a right to contest the determination.
4. If the conduct is deemed not a manifestation, then the District issues a Notice of Recommended Educational Placement (NOREP) or other appropriate notice under Section 504 with a copy of the Parents' Rights letter indicating the alternative educational placement as the placement and (under "Reasons for the Recommendations") indicating that the IEP team determined that the conduct was not a manifestation of the student's disability.
5. If the parent(s)/guardian(s) of a student with an IEP or 504 plan, or who is thought to be exceptional, do/does not reject the NOREP, respond to appropriate written notice under Section 504, or otherwise request a hearing, the suspension or expulsion and alternative placement may be implemented as if the student were a regular education student. If the suspension is in excess of ten (10) consecutive school days, the District must offer a formal hearing in the same manner as it would for any regular education student. This hearing may be waived by parental consent. If the conduct involved special circumstances for emergency placement, then a formal hearing would only be necessary if and to the extent that the alternative placement would exceed forty-five (45) school days.
6. If the parent(s)/guardian(s) of a student with an IEP or 504 plan, or who is thought to be exceptional reject(s) the NOREP, or respond/s to appropriate written notice under Section 504 that they are opposed to the student being moved to an alternative placement, then the student can be assigned to the interim alternative educational placement and an expedited due process hearing on the manifestation determination must take place within twenty (20) school days of the date of the request and must result in a determination within ten (10) school days after the hearing. If the removal exceeds ten (10) school days, and the conduct involved does not involve the special circumstances for emergency placements, then a formal hearing must be offered as it would be for students without disabilities. If the conduct involved the special circumstances for emergency placement, then a formal hearing would only be necessary if and to the extent that the alternative placement would exceed forty-five (45) school days. Under these circumstances, a student with Section 504 Service Agreement is entitled to the same procedural protections as a student with an IEP or who is thought to be exceptional.
7. If the District prevails in the due process proceedings, then it can continue to implement the alternative placement for the duration of the exclusion as if the student were in regular education (subject to the formal hearing requirement, if applicable).

Suspension of a Student Who Has NOT Been Determined to be Eligible for Special Education

1. The District may expel the child for more than ten (10) school days to the same extent that it would expel a nondisabled child for the same offense, provided, however, that
 - a. the District did not have knowledge that the child was a child with a disability before the violation occurred; and
 - b. if an evaluation is requested after the violation occurs, the District conducts the evaluation in an “expedited manner.”
2. The District will be deemed to have knowledge of a disability if, prior to the violation,
 - a. the parent(s)/guardian(s) expressed a concern, in writing, to supervisory or administrative personnel or a teacher of the child, that the child requires special education and related services; or
 - b. the teacher of a child has expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Director of Special Education or other supervisory personnel; or
 - c. the parent(s)/guardian(s) has/have requested an evaluation.
3. The District will not be deemed to have knowledge of a disability if:
 - a. the parent(s)/guardian(s) of the child has/have not allowed an evaluation; or
 - b. the parent(s)/guardian(s) of the child has/have refused services; or
 - c. the child has been evaluated and it was determined that the child was not a child with a disability under the IDEA or Section 504.

Reporting & Investigation Procedures – Bullying, *Cyberbullying*, Hazing, Harassment

The District’s Title IX Coordinator is the Director of Equity and Public Programs. Contact information for the Director of Equity and Public Programs is outlined below.

Position: Director of Equity and Public Programs

Address: Tredyffrin/Easttown School District Administration Offices, 940 West Valley Road, Suite 1700, Wayne, PA 19087

Email: morrisk@tesd.net

Phone: 610-240-1909

1. Students who believe they or others have been subjected to bullying, *cyberbullying*, hazing or harassment are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor. In the event a report is received by an individual other than the building administrator, the building administrator shall be

- notified so that a proper investigation may begin. Students are also encouraged to report allegations of sex discrimination or sex-based harassment to the District's Title IX Coordinator. In the event a report of sexual harassment is received by an individual other than the Title IX Coordinator, the Title IX Coordinator shall be notified so that a proper investigation may begin.
2. Each building administrator or designee shall be responsible for reviewing and investigating any reports received alleging ~~bullying~~bullying, cyberbullying, hazing, or harassment as defined in this Regulation. Reports of alleged ~~bullying~~bullying, cyberbullying, or hazing that could be interpreted to also constitute discrimination and/or unlawful harassment shall be handled in coordination with the Title IX Coordinator. Reports of alleged sex discrimination or sex-based harassment must be handled in accordance with the procedures set forth on the District's website at <https://www.tesd.net/domain/1894> ~~https://www.tesd.net/about-us/non-discriminationtitle-ix/non-discriminationtitle-ix~~ in the document titled "Grievance Process with Exhibits," and not the general procedures outlined immediately below.
 3. The building administrator or designee responsible for reviewing and investigating such reports shall conduct a prompt and thorough investigation. The building administrator or designee shall determine what, if any, interim measures should be put in place to protect students from further hazing, bullying, cyberbullying, harassing or discriminatory conduct related to the alleged incident and report. Such interim measures may include, but need not be limited to, the separation of alleged victims and perpetrators. Records shall be maintained documenting the investigation performed, the outcome, any discipline imposed, and any preventative or corrective action taken and notification to parents/guardians of the alleged victims and perpetrators of such corrective action to the extent permitted by student privacy considerations as judged by the Superintendent or designee and as required by law.
 4. Violations of this Administrative Regulation and the accompanying Board Policy shall be reported to local law enforcement in accordance with the Memorandum of Understanding in effect between the District and the local law enforcement agency.

Annually, the building administrator or designee shall assist the Superintendent or designee with the compilation of all incidents required to be incorporated into the District's annual report to the Pennsylvania Department of Education, Office for Safe Schools.

Special Provisions – Hazing

If a student organization is found to have engaged in organizational hazing, it shall be subject to appropriate penalties, which could include rescission of permission for that organization to operate on school property.

Any person or organization that causes or participates in hazing may be subject to criminal prosecution. An individual needing medical attention or seeking medical

attention for another shall not be subject to criminal prosecution if they comply with the requirements of law relating to Safe Harbor.

Special Provisions – Student Bullying Policy

As required by Pennsylvania law, the District shall make its bullying policy available on its publicly accessible website.

Building administrators or designees will also ensure that notification of the bullying policy is posted in each classroom and in a prominent location within the school building. An age-appropriate summary shall be included as part of this posting. (See Attachments Band C).

Once each school year, each building administrator or designee will review the District's bullying policy with its students.

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Revised; November 2003
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Revised: September 2, 2025

THREAT ASSESSMENT AND RESPONSE PROTOCOL®**Comprehensive School Threat Assessment Guidelines with modifications for the Tredyffrin/Easttown School District****OVERVIEW**

A threat is defined as a communication of intent to harm another person or persons or behavior suggesting intent to harm another person or persons. A threat may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. When in doubt, treat the communication or behavior as a threat and conduct a threat assessment. Threats that are not easily recognized as harmless (e.g., an obvious joke that worries no one) should be reported to the school administrator or other team members. The administrator or another team member makes a preliminary determination of the seriousness of the threat. The student, targets of the threat, and other witnesses should be interviewed to obtain information using this protocol. A *transient* threat means there is no sustained intent to harm. A *substantive* threat means the intent of the threat is present (or not clear) and therefore requires protective action. This form is a guide for conducting a threat assessment, but each case may have unique features that require some modification.

A threat assessment is not a crisis response. If there is indication that violence is imminent (e.g., person has a firearm at school or is on the way to school to attack someone), a crisis response is appropriate. Take immediate action such as calling 911 and follow the school crisis response plan.

School Threat Assessment Decision Tree***Step 1. Investigate and evaluate the situation. (Reg. 5401, p.3, Steps 1-2)**

Obtain a detailed account of the situation, usually by interviewing the person who made the statement and/or gesture, the intended victim, and other witnesses. Write the exact content of the statement and/or gesture and key observations by each party. Consider the circumstances in which the statement and/or gesture was made and the student's intentions. Is there communication of intent to harm someone or behavior suggesting intent to harm?

Note: During non-school hours, such as through the state's required anonymous reporting system (Safe2Say Something), police may be notified by a building or District administrator in situations where the health, safety or welfare of students, staff or District property are thought to be in jeopardy as determined by the building or District administrator.

Not a threat; Might be an expression of anger that merits attention

No

Yes

Step 2. Attempt to resolve the threat as transient. (Reg. 5401, p.3-4, Steps 3-5h)

Is the threat an expression of humor, rhetoric, anger, or frustration that can be easily resolved so that there is no intent to harm? Does the person retract the threat or offer an explanation and/or apology that indicates no future intent to harm anyone?

Reg. 5401 Step 5c- Complete Clinical Interview with Mental Health Specialist

Reg. 5401 Step 5d- May consult with police if threat assessment team is not able to resolve threat as transient. (All Grades)

Yes

Case resolved as transient; add services as needed

No

Step 3. Respond to a substantive threat. (Reg. 5401, p.4, Step 5i-m)

For all substantive threats:

- Take precautions to protect potential victims.
- Warn intended victim and parents.
- Look for ways to resolve conflict.
- Mental Health Risk Assessment

Serious means a threat to hit, fight, or beat up and with the will and capacity to act upon causing significant bodily injury whereas very serious means a threat to kill, rape, or cause very serious injury with a weapon and with the will and capacity to act upon.

Serious

Police Consultation (All Grades); Case resolved as serious substantive threat; add services as needed

Very Serious

Step 4. Conduct a safety evaluation for a very serious substantive threat. (Reg. 5401, p.4-5, Steps 5i-9)

In addition to a-d above, consider the following:

- Assess the need for additional mental health services and counseling; refer as needed.
- Develop safety plan that reduces risk and addresses student needs. Plan should include review of Individual Educational Plan if already receiving special education services and further assessment of possible disability.

Very Serious

Police Contact to request further investigation

Very Serious

Step 5. Implement and monitor the safety plan. (Reg. 5401, p.5-6, Steps 10-11)

Document the plan.

Maintain contact with the student.

Monitor whether plan is working and revise as needed.

*This 5-step decision tree is an adaption of the original 7-step decision tree for the Virginia Student Threat Assessment Guidelines customized by the District for its own circumstances. The original can be found at: <https://education.virginia.edu/documents/yvp-forms-comprehensive-school-threat-assessment-guidelines2019-07-27pdf>.

BULLYING

What is Bullying?

Bullying is when a student or a group of students exposes another student, repeatedly and over time, to negative actions making it difficult to defend. This may also be called “cyberbullying” if it happens online or using electronic messages.

Specific forms of bullying behaviors may include:

- Says hurtful, demeaning things to you or calls you names.
- Says scary things to you a lot because they want to make you feel frightened.
- Tells you they are going to hurt you or threatens you.
- Teases or taunts you a lot, especially if you asked the student to stop.
- Tells other people bad things about you.
- Tells other students not to play with you, talk to you, be around you, or include you.
- Writes you a lot of mean, threatening, demeaning letters, text messages, ~~or~~ email messages, or messages over social media.
- Makes cruel faces at you on purpose.
- Hits, kicks, slaps, punches, or pinches you on purpose.
- Tries to hurt your body in any way.
- Forces you or somehow gets you to do something that you do not want to do.
- Tells you lies a lot that make you feel upset.
- Makes you feel like you do not want to come to school or like you cannot concentrate in school.

What Should You Do if You are Being Bullied?

- If you think that someone is bullying you, you should tell your teacher or an adult at school immediately.

What Will the School Do?

- Sometimes the school will decide to have a meeting with the parents of the student who is bullying.
- Sometimes the school will take privileges away from the student who is bullying, including school activities.
- Sometimes the student who is bullying will be suspended from school.
- Sometimes the police will need to talk to the student who is bullying, especially if someone was threatened or hurt.
- The school will provide supports to the student who is bullying, as well as the student who received the bullying behaviors.

What are Our School’s Anti-Bullying Rules?

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Information taken from the Olweus Bullying Prevention Program, ©2007

BULLYING

Definition of Bullying

Bullying is when a student or a group of students intentionally and repeatedly uses hurtful or intimidating words, actions or other behaviors against another student. This also includes cyberbullying.

A student is bullying you if they do any of the following things **intentionally** and **repeatedly**:

Says unkind, harsh, demeaning, or abusive things to you or calls you names.

Threatens or intimidates you in writing, email, notes, messages, to you in person, or by any electronic means.

Teases, taunts, or harasses you.

Makes negative comments, slurs, or innuendos towards you.

Tells other people offensive or insulting things about you.

Ostracizes you, isolates you or tells other students not to talk to you, involve you, or be around you with malicious intent.

Writes threatening, demeaning, or intimidating letters or email messages to you.

Makes cruel faces or physical gestures at you.

Physically hits, kicks, slaps, punches, pinches or purposely assaults you in any way.

Forces, coerces, influences or manipulates you do something that you do not want to do.

Frequently tells you lies that make you feel upset or that affect you in a negative manner.

Makes you feel uncomfortable to attend school or disrupts your concentration at school.

What Should You Do if You are Being Bullied?

If you think that someone is bullying you during the school day, on school property, on a school bus, ~~or~~ at a school-sponsored activity, or electronically, such as through text messages or over social media, you should tell your teacher or an adult at school immediately.

What Happens if You Report an Instance of Bullying?

The school will investigate the situation.

The school may contact the parents of any student involved.

The school may decide to have a conference with the parents of the student who is bullying.

The school may take privileges away from the student who is bullying, including participation in extracurricular activities.

The student who is bullying may be suspended from school.

The police and law enforcement may need to be contacted, especially if someone was threatened or hurt by the student who is bullying.

The school will provide supports to the student who is bullying, as well as the student who received the bullying behaviors.

Administration of Medication to Students

Unless specifically authorized otherwise by Board Policy, the administration of medication to a student during school, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity, will be permitted only upon prior consent of the student's parent/guardian and at the direction of a licensed healthcare provider, in the following circumstances:

1. Where failure to take or make available such medication would jeopardize the health of the student or would prevent the student from attending school or participating in a school-sponsored activity; or
2. Where the administration of medication is part of a student's accommodation plan, service agreement, or Individualized Education Program (IEP), in accordance with applicable law

Definitions

For purposes of this Policy and the accompanying Administrative Regulation:

Medication shall include all medicines prescribed by a licensed healthcare provider, any over-the-counter medication, and all research/investigational medicines/substances.

Licensed healthcare providers means any person licensed to administer medication and includes licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants and any other provider identified in the accompanying Administrative Regulation.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's pre-approved (by the District) administration of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Responsible personnel shall mean a Certified School Nurse or other supplemental school nurse staff (i.e. a registered nurse or a licensed practical nurse), employed by the District directly or as an independent contractor and any other personnel identified in the accompanying Administrative Regulation.

Delegation of Responsibility

Medication administered to students by the District may only be administered by responsible

personnel. The administration of medication to a student may not be delegated to other personnel, such as a teacher, principal, or other administrator, unless specifically authorized by law.

The Superintendent or designee, in consultation with school nurse staff, shall develop Administrative Regulations implementing this Policy consistent with the guidelines outlined below, which shall address the following topics:

1. Procedures that District staff and a parent/guardian must follow before any medication will be administered to a student in accordance with this Policy;
2. Procedures to address the management of specific health situations and emergency responses, including self-administration of medication, in accordance with this Policy;
3. Guidelines regarding the storage and maintenance of medications stored on District property;
4. Procedures for addressing health emergencies; and
5. Record-keeping obligations of District personnel for medications stored on District property and dispensed by responsible personnel in accordance with this Policy.

Guidelines

The Pennsylvania Department of Health periodically issues guidelines and recommendations for the administration of medicine in schools which should be taken into consideration when implementing this Policy and the accompanying Administrative Regulation.

The District shall inform all parents/guardians, students and staff about the Policy and Administrative Regulations governing the administration of medications through appropriate District communication channels.

Except when self-administration is specifically authorized by law, all medications shall be stored and administered by responsible personnel.

Special Procedures – Self Administration (Asthma Inhalers and Epinephrine Auto-Injectors)

The Board permits students to carry and self-administer asthma inhalers and epinephrine auto-injectors when such is authorized by the student's parent/guardian and licensed healthcare provider, in accordance with the procedures outlined in the accompanying Administrative Regulation and applicable law.

Special Procedures for Administration of Naloxone (Narcan) and Albuterol Sulfate Solution

The District Physician shall provide a standing order for naloxone nasal spray for use by the District to assist any individual suspected of experiencing a drug overdose. For life-threatening situations indicating opiate overdose, staff that have completed an online course approved by the Pennsylvania Department of Health are authorized to administer naloxone nasal spray. In the event a District employee suspects an opiate overdose or has administered naloxone nasal spray in accordance with this Policy, they shall immediately contact 911. Responsible personnel may also administer Albuterol Sulfate Solution in accordance with applicable law.

Special Procedures - Self-Management of Diabetes

Students are permitted to self-manage diabetes, including possessing and administering diabetes management medication, to the extent permitted by law and in accordance with the procedures outlined in the accompanying Administrative Regulation.

First Aid

Nothing in this Policy is designed to prevent the administration of first aid, including administration of an epinephrine auto-injector, to a student without the express written permission of a parent/guardian, where deemed necessary by a responsible personnel, pursuant to the responsible personnel's professional judgment, unless such treatment has been expressly prohibited by a parent/guardian in writing.

Exceptions to this Policy and the accompanying Administrative Regulation may be made by the Superintendent when recommended by the District's Solicitor to protect the constitutional rights of students, to otherwise ensure compliance with law, or to prevent risk to the health, safety or welfare of one or more students.

Legal References & Cross References

24 P.S. 1409, 1414.1, 1414.2, 1414.5, 1414.10

42 Pa. C.S.A. 8337.1

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care

Board Policies 5401, 5403, 5405, 5225

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Tredyffrin/Easttown School District

Administration of Medication to Students

Parents/guardians have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations, the Pennsylvania Department of Health guidelines, and Board Policy.

Definitions

For purposes of this Policy and the accompanying Administrative Regulation:

Medication shall include all medicines prescribed by a licensed healthcare provider, any over-the-counter medication, and all research/investigational medicines/substances.

Licensed healthcare providers means any person licensed to administer medication which, pursuant to current law are:

- (1) A licensed physician, licensed dentist, certified physician's assistant, registered nurse or licensed practical nurse.
- (2) A graduate of an approved nursing program functioning under the direct supervision of a professional nurse who is present in the facility.
- (3) A student nurse of an approved nursing program functioning under the direct supervision of a member of the nursing school faculty who is present in the facility.
- (4) A District employee or authorized independent contractor who meet the criteria in 55 Pa. Code §2380.129 (relating to medication administration training)("properly trained"), for the administration of oral, topical and eye and ear drop prescription medications, epinephrine and insulin injections, and other medications, injections, procedures, and treatments as permitted by applicable statutes and regulations.
- (5) For situations involving a student who does not have an epinephrine auto-injector or prescription for an epinephrine auto-injector on file, a properly trained District employee or authorized independent contractor pursuant to a standing protocol from a licensed physician or certified registered nurse practitioners.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's pre-approved (by the District) administration of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Responsible personnel shall mean a Certified School Nurse or other supplemental school nurse staff (i.e. a registered nurse or a licensed practical nurse), employed by the District directly or as an independent contractor.

Request from Parent/Guardian for School to Administer Medication:

When medication must be administered to a student during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity, the following procedures will be followed:

1. The student's parent/guardian and the student's licensed healthcare practitioner shall complete and return the District's designated form, which must be renewed each school year. The District will not administer medication if the parent/guardian fails to provide this information on such a form. The District may require that the parent/guardian give written consent for school staff to confer with the licensed healthcare practitioner regarding the administration of the medication.
2. The student's parent/guardian must provide all medication in the original bottle or package directly to the Responsible personnel. Medication in packaging or bottles from which pharmacists' instructions or manufacturers' labeling has been removed will not be accepted.
3. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the Responsible personnel's office.
4. Unless otherwise provided in writing, students will be responsible for reporting to the Responsible personnel's office at the time medications are to be given. If a student fails to report at the designated time, reasonable efforts should be made to locate and remind the student to take their medication.
5. All medication is to be stored in a locked cabinet or closet and accessible to only Responsible personnel. Emergency medication for anaphylaxis, as well as emergency medication to be administered to an individual believed or suspected to be experiencing an opioid overdose may be stored in an unlocked, but secure location.
6. The initial dose of a new medication shall not be administered during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity except in life threatening situations.
7. For a student who, because of a special medical condition, must carry medication on their person, the student's parent/guardian shall provide a physician's recommendation evidencing this need, and give consent for the school staff to confer with the physician

regarding this medication condition. The Responsible personnel will provide written approval for a student to carry medication on their person in the event of a bona fide request.

8. Medication will be administered in accordance with the guidelines promulgated by the Pennsylvania Department of Health regarding the administration of medication in schools.
9. Medications that are more than one (1) year old or contain an expiration date which has passed will not be administered.
10. A log will be maintained for students receiving medications during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity. The Responsible personnel shall maintain a record of the name of the student to whom the medication may be administered, the prescribing physician, the dosage and time of medication, and notations of each instance of administration.
11. If a student refuses to take the medication, the refusal shall be charted, and the parent/guardian notified.
12. Medication variances, such as administration of incorrect medication, omitted doses, incorrect doses, incorrect time of administration, incorrect route of administration and/or incorrect technique in administration shall be documented. The Responsible personnel should also notify the parent(s)/guardian(s) and building principal. The Responsible personnel should notify the licensed prescriber if there is potential for harm to the student. The student should be assessed by the Responsible personnel for untoward effects.
13. To the extent consistent with the written consent provided by the student's parent/guardian and recommendation of the student's physician, or with a student's accommodation plan or service agreement or with a component of a student's IEP, medication will be provided on field trips if necessary.
14. The parent/guardian is responsible for maintaining the necessary supply of medication and any necessary medical equipment for administration. Parents/guardians must pick up medications by the end of the school year or upon the discontinuation of the administration of the medication, whichever is earlier. The Responsible personnel shall dispose of any medications left at the end of the school year.
15. If a student's parent/guardian provides prior written consent, the District will, in the professional opinion of the Responsible personnel, administer non-prescription pain relief medication and/or antacids to students during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to address minor discomfort or the onset of fever. The above referenced medications shall be administered consistent with the guidance promulgated

by the Pennsylvania Department of Health regarding the administration of medication in schools.

16. No medications and/or supplies, even though they are identical, may be borrowed from one student's supply and given to another student.
17. The Responsible personnel has the right to refuse to administer any medication that, according to their professional judgment, is prescribed as too high of a dose or may be potentially harmful to a student. In this situation, the Responsible personnel will immediately contact the parent/guardian, building principal, Director of Safety and Student Services, the student's prescribing physician and the District's consulting physician. The recommendation of the District's consulting physician will be final.

Self-Administration of Medication by Students - Generally

All self-administration of medication shall be subject to the following conditions:

1. The medication, with the exception of emergency medications as described herein, will be stored in the Responsible personnel's office, unless otherwise authorized by Board Policy or applicable law.
2. All medication will be kept in a properly labeled container with the student's name.
3. Medications which must be carried by the student at all times require specific written instructions from a licensed medical provider and documentation that student has been instructed in its proper use.
4. The self-administration must otherwise in conformance with Board Policy, applicable Administrative Regulations, the guidance from the Pennsylvania Department of Health, and applicable law.

Unsupervised Self-Administration of Emergency Medication

Unsupervised self-administration of emergency medication refers to situations in which students carry their own medication and administer it to themselves, as ordered by their licensed prescriber and as authorized by their parent/guardian as well as by the District.

Students with diagnoses such as asthma and life-threatening allergies are good examples when unsupervised self-administration may be appropriate and necessary.

Before a student may self-administer emergency medication unsupervised at school, at any school-sponsored activity, or during the time spent traveling to and from school or school-sponsored activities, the following shall be obtained on file in the Responsible personnel's office:

1. A written request from the parent/guardian that the school comply with the order of the licensed physician, certified registered nurse practitioner or physician assistant.

2. A statement from the parent/guardian acknowledging that neither the District nor any District employee is responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized.
3. A written statement from a licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Route administered.
 - d. Times medication is to be taken.
 - e. Length of time medication is prescribed.
 - f. Diagnosis or reason medication is needed, unless the reason should remain confidential.
 - g. Potential serious reaction or side effects of medication.
 - h. Emergency response.
 - i. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler or epinephrine auto-injector is intended for their use only and may not be shared with other students. Students are prohibited from sharing, giving, selling, or using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school or school-sponsored activities. Violations may result in loss of privileges to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board Policy and any applicable student handbook or code of conduct. The student shall notify the Responsible personnel immediately following each use of an asthma inhaler or epinephrine auto-injector. Violations may result in immediate confiscation of the asthma inhaler or epinephrine auto-injector and loss of privileges.

The District reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler or epinephrine auto-injector by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and self-administer the prescribed medication in the school setting shall demonstrate to the Responsible personnel the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must demonstrate to the satisfaction of the Responsible personnel the ability to:

1. Respond to and visually recognize their name.
2. Identify their medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign their medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

If the District denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

Special Procedures for Epinephrine Auto-injector – School Access to Emergency Epinephrine:

The District shall maintain in a safe, secure location a supply of epinephrine auto-injectors. In order to administer an epinephrine auto-injector in accordance with the below provisions, a District employee or authorized independent contractor must successfully complete the designated training program developed by the Pennsylvania Department of Health and provide certification of completion to the District.

For life threatening situations indicating incipient anaphylactic shock and/or severe asthma attack, District staff and authorized independent contractors who have been properly trained shall be authorized to do the following, unless a student's parent/guardian has opted out in accordance with the below opt out provisions.

1. Provide an epinephrine auto-injector that meets the prescription on file for either the individual student or the District to a student who is authorized to self-administer an epinephrine auto-injector;
2. Administer to a student an epinephrine auto-injector that meets the prescription on file for either the individual student or the District; and
3. Administer an epinephrine auto-injector that meets the prescription on file for the District to a student that the employee in good faith believes to be having an anaphylactic reaction.

Epinephrine Auto-Injector Opt Out:

The Public School Code, Section 1414.2(g), allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their child. In order to request this exemption, parents/guardians are to contact their child's school nurse to make an appointment to discuss this decision, review and sign the appropriate opt-out form.

Staff members and authorized independent contractors are **not** authorized to administer or

provide an epinephrine auto-injector as described above if the child's parent/guardian has opted their child out in accordance with the procedures contained herein.

Civil immunity shall apply to a person who administers an epinephrine auto-injector in accordance with the procedures contained herein.

Special Procedures for Diabetes Management:

A parent or guardian of a student with diabetes who desires that the student receive diabetes-related care and treatment in a school setting shall provide the Responsible personnel with written authorization for the care and instructions from the student's health care practitioner. The required authorizations may be submitted as part of a diabetes medical management plan. Diabetes-related care provided to students shall be consistent with the District's school health program and any accommodations outlined in a student's service agreement.

A parent/guardian of a student with diabetes who requests that the student possess and self-administer diabetes medication and operate monitoring equipment shall provide the following to the Responsible personnel:

1. A written statement from the student's health care practitioner that provides the name of the drug, the dose, the times when the medication is to be taken or the monitoring equipment to be used, the specified time period for which the medication or monitoring equipment is authorized to be used and the diagnosis or reason the medicine or monitoring equipment is needed. The student's health care practitioner shall indicate the potential of any serious reaction to the medication that may occur, as well as any necessary emergency response. The student's health care practitioner shall state whether the student is competent to self-administer the medication or monitoring equipment and whether the student is able to practice proper safety precautions for the handling and disposal of the medication and monitoring equipment.
2. A written request from the parent or guardian that the District comply with the instructions of the student's health care practitioner. The parent's request shall include a statement relieving the District and all District employees of any responsibility for the prescribed medication or monitoring equipment and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken by the student and the monitoring equipment is used.
3. A written acknowledgment by the student that the student has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment. The written acknowledgment shall also contain a provision stating that the student will not allow other students to have access to the medication and monitoring equipment and that the student understands appropriate safeguards.
4. The Responsible personnel shall also prepare and retain a written acknowledgment/certification that the student has demonstrated that the student is

capable of self-administration of the medication and use of the monitoring equipment.

The District reserves the right to revoke or restrict a student's privileges to possess and self-administer diabetes medication and operate monitoring equipment due to noncompliance with school rules and provisions of a student's service agreement, IEP or due to demonstrated unwillingness or inability of the student to safeguard the medication and monitoring equipment from access by other students.

A school entity that prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment shall ensure that the diabetes medication or monitoring equipment is appropriately stored in a readily accessible place in the school building attended by the student. The school entity shall notify the Responsible personnel and other identified school employees regarding the location of the diabetes medication and monitoring equipment and means to access them.

Special Procedures for Administration of Naloxone (Narcan) and Albuterol Sulfate Solution:

Naloxone (Narcan) shall be safely stored in the Responsible personnel's office in compliance with drug manufacturer's instructions. Naloxone (Narcan) shall be made readily accessible to District staff that have completed the required training to administer it in the event of suspected drug overdose.

The District shall take reasonable steps to notify students and their parents/guardians of this Policy and Administrative Regulation each school year. Such notification shall encourage students to immediately report suspected drug overdoses to school officials to ensure prompt intervention.

Responsible personnel may also administer Albuterol Sulfate Solution in accordance with applicable law.

School-Sponsored Events, Extracurricular Activities, Field Trips, and Overnight Student Trips:

Students with disabilities cannot be denied access to school-sponsored activities due to the needs for administration of medication. In the case of a school trip, the District may ask a parent/guardian to accompany their student but cannot require the parent to do so.

Considerations when planning for medication administration during school-sponsored programs and activities include but are not limited to:

- Assigning school health staff to be available;
- Utilizing a licensed person from the District's substitute list;
- Addressing with parents/guardians the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose;
- Contracting with a credible agency which provides temporary nursing services;

- Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual. Asking parent/guardian or a designated adult (non-employee) to accompany the child on the field trip to administer the medication.
- Allowing for situations in which students are authorized to both carry their own emergency medication and to also self-administer such medication unsupervised.

Automatic External Defibrillators (AED's)

An AED shall be situated in such a manner that it is accessible for students participating in interscholastic athletics and practices. The District shall ensure that each AED meets the most recent minimum specifications as required by the Department of Health and is properly tested and maintained in accordance with the manufacturer's operational guidelines.

The District shall ensure that for schools which possess an AED, two (2) or more persons assigned to the location where the AED is primarily housed are trained as described below:

1. School personnel and volunteers who are expected to use the AED shall complete training in cardiopulmonary resuscitation and in the use of an automatic external defibrillator provided by the American Heart Association, the American Red Cross, the National Safety Council, or through an equivalent course of instruction approved by the Department of Health. The District shall offer such training opportunities to school personnel and volunteers at least once every two years.
- ~~1.2.~~ Completion of the required training, including the testing of skills and knowledge, shall be documented by the signature and title of a representative of the training entity and shall include the date the training was completed. The documentation shall be retained by the District in the file of the employee or volunteer that completed the training.

Sun Protection for Students

Notwithstanding any provision to the contrary in this or any other applicable Board Policy, students shall be permitted, during school hours, at school-sponsored activities, and while under the supervision of school personnel to possess, apply, or use a nonaerosol topical sunscreen product without a physician's note or prescription if:

1. The nonaerosol topical sunscreen product is approved by the Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.
2. The parent/guardian of the student submits the appropriate form (developed by the Pennsylvania Department of Education) to the Responsible personnel which attests to the following:
 - a. The District is not responsible for ensuring that the nonaerosol topical sunscreen product is applied by the student.
 - b. The student has demonstrated to the parent/guardian that the student is capable of self-applying the nonaerosol topical sunscreen product.

3. The student submits the appropriate form (developed by the Pennsylvania Department of Education) to the Responsible personnel which attests to the following:
 - a. The student knows the proper method of self-applying the nonaerosol topical sunscreen product.
 - b. The student knows the proper safety precautions for the handling and disposal of the nonaerosol topical sunscreen product.

The District may revoke or restrict the possession, application or use of a nonaerosol topical sunscreen product by a student if any of the following occurs:

1. The student fails to comply with school rules concerning the possession, application or use of the nonaerosol topical sunscreen product.
2. The student shows an unwillingness or inability to safeguard the nonaerosol topical sunscreen product from access by other students.

If the District revokes or restricts the possession, application or use of a nonaerosol topical sunscreen product by a student, the District shall provide written notice of the revocation or restriction to the student's parent/guardian.

Adopted: December 2, 2002

Revised: February 28, 2005

Revised: January 24, 2011

Revised: September 19, 2013

Revised: February 18, 2016

Revised: May 6, 2019

Revised: January 5, 2021

Revised: August 31, 2021

Revised: April 2, 2024

*Use of District Facilities***Classifications**

Partner Organizations as listed in Regulation 1131 are deemed to have Class B status.

Application Processing Procedures and User Requirements

1. Users requesting use of District facilities are required to submit a written request using the Application and Agreement Form (AAF) in Appendix E. This form should be submitted to the Business Manager or designee.
2. Application and Agreement Form is also available in the District Administrative Offices and on the District website.
3. An authorized organization representative must sign each AAF form for each facility request. This representative attests that the information submitted is true and accurate. In addition, this representative will be responsible for proper use of the facility and serve as the contact person for District.
4. No user 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 and activities develop.
5. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when the proposed 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 or designee.
7. Users recognize the fact that the District'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 the District.
8. All requests should be made at least twelve (12) 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 designated administrator.
9. User requests for gym space for the upcoming school year for Class A, B and C users are due by August 1 in order to be given priority in scheduling. Processing of requests will begin after August 1. All users in any classification are welcome to submit their requests, but A, B and C users will be processed first.
10. 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. Out of season sports will not be scheduled until after all in season sports applications are processed.
11. When users within a particular classification have competing requests, the Business Manager or designee shall make reasonable efforts to resolve the requests before rendering a final decision. The final decision to allocate the use of facilities shall be based on several relevant factors including, but not limited to, the estimated number of T/E resident participants, the frequency of use, and historical pattern of responsible use.
12. All users will receive final approval for their requests when the approved AAF is signed by 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. Class A, B and C users who submit their AAF by August 1, will be notified of their approval within twelve to fourteen (12-14) business days after August 1.
15. User requests received after August 1, and throughout the school year, will be notified of their approval within twelve to fourteen (12-14) business days after receipt.
16. After approved AAF is processed, the Business Manager or 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 may not access other parts of the facility, building or field not expressly set forth on the AAF. Where school buildings are under construction, it is imperative that user remain in the permitted area. The user is responsible for supervising all individuals present at the event. The District reserves the right to terminate AAFs or refuse to issue future AAFs to users who fail to abide by this provision.
19. Each user falls under a classification as determined in 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 or B 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. Class C users 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 District Facilities by Tredyffrin or Easttown Townships or other local governmental entities (i.e. surrounding municipalities, intermediate units, school districts, etc.) 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 Class A users that charge admission, or a sign-up fee, where the proceeds exclusively benefits the Class A user 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 Class 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. Class C charging admission or using the facilities for fundraising purposes will be charged according to Class G specifications (Appendix B) unless the proceeds exclusively benefit the District School children or the District.
28. The District reserves the right to charge a security deposit for any user.
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 the District's buildings may require that utilities be cut off for a period. The District 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. The District reserves the right to cancel or delay the use of the building in connection with the Demand Response Program.
32. If a user needs to cancel, user shall inform the District in writing to the Business Manager or designee two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds or rental fee adjustments for cancellations requested less than two weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a District decision for weather or other circumstances. If TESD determines, in its' sole discretion, that a User cancels reservations with regularity, TESD has the right to reconsider that organization's priority in subsequent use of facilities requests.
33. Users are responsible for damage to District facilities. If 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. Users of District facilities are 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 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. The District reserves the right to cancel any use of any building when custodians, kitchen/cafeteria staff, stage technicians or security guards are not available for any reason. The District will give the user three (3) days' notice prior to the commencement of the event.

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. If 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.
4. Rental fees do not include support personnel for custodians, kitchen/cafeteria staff, stage technicians or security guards. Those charges will be billed separately according to the fee schedule in Appendix C.
5. Rental fees and labor rates will be reviewed and updated, if needed, on an annual basis.
6. Should rental fees change for an upcoming school year, the Business Office will notify current and past users of the changes prior to the change.
7. 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.
8. Kitchen/cafeteria services/requirements:
 - a. Arrangements for kitchen use shall be coordinated with the Food Services department 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. Users 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 users 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 for Class A and B users when 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.
9. 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 the District and agrees to hold the District harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. These organizations further agree to indemnify and save the District 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.
10. 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.
11. Invoicing for use of school buildings or other facilities shall be issued by the Business Office at the conclusion of contracted dates as specified on the AAF application. The Business Office shall promptly invoice the contracting person or organization, specifying current charges and any previous charges due. Upon receipt of monies to satisfy the invoice, the Business Office shall make prompt deposit at the approved depository and credit the appropriate account. Any individual or organization not satisfying the invoice within ninety (90) days may be denied the privilege of further use of District 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 users 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 a certificate holder) to the Business Manager or designee. This certificate must be received at least twelve (12) business 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. Additional general liability of \$1,000,000 Sexual Abuse & Molestation coverage may be required.
4. The requirement for a Certificate of Insurance for Class C, D, DD, E and EE users 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 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 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 are 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 District 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 Board 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 any time, except for guide or service dogs or with permission from the building Principal or designee.
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 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 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 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 each day immediately after 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 entrances/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 include, 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.

Cross Reference:

Policy and Administrative Regulation 1131 Partner Organizations

Revised: January 14, 1999
Revised: October 31, 2000
Revised: January 22, 2001
Revised: August 2005
Revised: July 2006
Revised: June 2007
Revised: May 2009
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Revised: June 23, 2011
Revised: November 10, 2011
Revised: March 9, 2012
Revised: March 12, 2012
Revised: June 8, 2012
Revised: October 15, 2015
Revised: June 18, 2018
Reviewed: October 4, 2018
Revised: January 5, 2021
Revised: October 5, 2021
Revised: February 26, 2024
Revised: October 8, 2024
Revised: April 1, 2025
Revised: May 6, 2025
Revised: June 8, 2026

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 custodian charges if event occurs when custodians are normally on duty; custodian charges outside normal hours or if event requires additional custodial services, these hours will be estimated prior to the event and billed to the 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 the 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 the user according to the fee schedule and Appendix C
- (5) no security guard charges if event occurs when security guards are normally on duty; security guard charges outside normal hours or if event requires additional security guards, these hours will be estimated prior to the event and billed to the 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 custodian charges if event occurs when custodians are normally on duty; custodian charges outside normal hours or if event requires additional custodial services, these hours will be estimated prior to the event and billed to the user according to the fee schedule and Appendix C
- (3) support personnel charges will be estimated prior to the event and billed to the 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 the user according to the fee schedule and Appendix C
- (5) no security guard charges if event occurs when security guards are normally on duty; security guard charges outside normal hours or if event requires additional security guards, these hours will be estimated prior to the event and billed to the 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						
Elementary Schools													
Classroom	(No Charge)	\$12.50	/hr	\$20.00	/hr	\$25.00	/hr	\$57.50	/hr	\$73.75	/hr	\$102.50	/hr
Cafeteria w/o Kitchen	(No Charge)	\$15.00	/hr	\$25.00	/hr	\$28.75	/hr	\$65.00	/hr	\$81.25	/hr	\$107.50	/hr
Cafeteria w/Kitchen	(No Charge)	\$26.25	/hr	\$48.75	/hr	\$58.75	/hr	\$130.00	/hr	\$162.50	/hr	\$175.00	/hr
Gymnasium	(No Charge)	\$15.00	/hr	\$41.25	/hr	\$48.75	/hr	\$65.00	/hr	\$81.25	/hr	\$107.50	/hr
Athletic Field	(No Charge)	\$5.00	/hr	\$22.50	/hr	\$28.75	/hr	\$48.75	/hr	\$61.25	/hr	\$73.75	/hr
Parking Lot	(No Charge)	\$10.00	/hr	\$20.00	/hr	\$28.75	/hr	\$57.50	/hr	\$73.75	/hr	\$102.50	/hr
Blacktop/Playground													
Main Hallway	(No Charge)	\$10.00	/hr										
Music Room	(No Charge)	\$15.00	/hr	\$25.00	/hr	\$28.75	/hr	\$65.00	/hr	\$81.25	/hr	\$107.50	/hr
Art Room	(No Charge)	\$15.00	/hr	\$25.00	/hr	\$28.75	/hr	\$65.00	/hr	\$81.25	/hr	\$107.50	/hr
Tennis Courts*(VFES)													
Science Room	(No Charge)	\$15.00	/hr	\$25.00	/hr	\$28.75	/hr	\$65.00	/hr	\$81.25	/hr	\$107.50	/hr
Large Group Room	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$50.00	/hr	\$57.50	/hr	\$87.50	/hr
Library	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$90.00	/hr	\$106.25	/hr	\$131.25	/hr

Middle Schools

Classroom	(No Charge)	\$12.50	/hr	\$28.75	/hr	\$33.75	/hr	\$73.75	/hr	\$90.00	/hr	\$122.50	/hr
Computer Lab	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$90.00	/hr	\$106.25	/hr	\$131.25	/hr
Large Group Room	(No Charge)	\$38.75	/hr	\$48.75	/hr	\$53.75	/hr	\$106.25	/hr	\$122.50	/hr	\$141.25	/hr
Auditorium	(No Charge)	\$48.75	/hr	\$68.75	/hr	\$73.75	/hr	\$155.00	/hr	\$178.75	/hr	\$236.25	/hr
Audion (VFMS)	(No Charge)	\$44.00	/hr	\$59.00	/hr	\$64.00	/hr	\$131.00	/hr	\$151.00	/hr	\$189.00	/hr
Library	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$90.00	/hr	\$106.25	/hr	\$131.25	/hr
Cafeteria w/o Kitchen	(No Charge)	\$15.00	/hr	\$33.75	/hr	\$38.75	/hr	\$81.25	/hr	\$97.50	/hr	\$126.25	/hr
Cafeteria w/Kitchen	(No Charge)	\$37.50	/hr	\$68.75	/hr	\$73.75	/hr	\$155.00	/hr	\$178.75	/hr	\$185.00	/hr
Gymnasium	(No Charge)	\$15.00	/hr	\$73.75	/hr	\$81.25	/hr	\$90.00	/hr	\$106.25	/hr	\$126.25	/hr
Locker Room	(No Charge)	\$15.00	/hr	\$25.00	/hr	\$28.75	/hr	\$65.00	/hr	\$81.25	/hr	\$97.50	/hr
Adaptive Gym/Wrestling	(No Charge)	\$12.50	/hr	\$28.75	/hr	\$33.75	/hr	\$73.75	/hr	\$90.00	/hr	\$122.50	/hr
Athletic Field	(No Charge)	\$5.00	/hr	\$22.50	/hr	\$28.75	/hr	\$48.75	/hr	\$61.25	/hr	\$73.75	/hr
Outside Bathroom (VFMS)	(No Charge)	\$48.75	/hr	\$63.75	/hr	\$73.75	/hr	\$102.50	/hr	\$130.00	/hr	\$138.75	/hr
Parking Lot	(No Charge)	\$10.00	/hr	\$48.75	/hr	\$58.75	/hr	\$106.25	/hr	\$113.75	/hr	\$87.50	/hr
Music Room	(No Charge)	\$15.00	/hr	\$33.75	/hr	\$38.75	/hr	\$81.25	/hr	\$97.50	/hr	\$126.25	/hr
Art Room	(No Charge)	\$15.00	/hr	\$33.75	/hr	\$38.75	/hr	\$81.25	/hr	\$97.50	/hr	\$126.25	/hr
Science Room	(No Charge)	\$15.00	/hr	\$33.75	/hr	\$38.75	/hr	\$81.25	/hr	\$97.50	/hr	\$126.25	/hr
Band Room	(No Charge)	\$15.00	/hr	\$33.75	/hr	\$38.75	/hr	\$81.25	/hr	\$97.50	/hr	\$126.25	/hr
Dressing Room (off stage)	(No Charge)	\$12.50	/hr	\$28.75	/hr	\$33.75	/hr	\$73.75	/hr	\$90.00	/hr	\$122.50	/hr
Track	(No Charge)	\$20.00	/hr	\$28.75	/hr	\$33.75	/hr	\$113.75	/hr	\$138.75	/hr	\$166.25	/hr

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

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

Weekday Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
Facility							
Conestoga High School							

Classroom	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$122.50	/hr	\$171.25	/hr	\$175.00	/hr
Computer Lab	(No Charge)	\$38.75	/hr	\$48.75	/hr	\$53.75	/hr	\$146.25	/hr	\$178.75	/hr	\$185.00	/hr
LGR (140&142)	(No Charge)	\$48.75	/hr	\$58.75	/hr	\$63.75	/hr	\$162.50	/hr	\$187.50	/hr	\$195.00	/hr
Auditorium	(No Charge)	\$58.75	/hr	\$77.50	/hr	\$81.25	/hr	\$211.25	/hr	\$215.00	/hr	\$220.00	/hr
Dressing Room (off stage)	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$122.50	/hr	\$171.25	/hr	\$175.00	/hr
Library	(No Charge)	\$38.75	/hr	\$48.75	/hr	\$53.75	/hr	\$146.25	/hr	\$178.75	/hr	\$185.00	/hr
Cafeteria w/o Kitchen	(No Charge)	\$33.75	/hr	\$43.75	/hr	\$48.75	/hr	\$138.75	/hr	\$175.00	/hr	\$180.00	/hr
Cafeteria w/Kitchen	(No Charge)	\$55.00	/hr	\$77.50	/hr	\$81.25	/hr	\$211.25	/hr	\$215.00	/hr	\$220.00	/hr
Gymnasium(s)	(No Charge)	\$33.75	/hr	\$81.25	/hr	\$97.50	/hr	\$138.75	/hr	\$175.00	/hr	\$180.00	/hr
Music Room	(No Charge)	\$33.75	/hr	\$43.75	/hr	\$48.75	/hr	\$138.75	/hr	\$175.00	/hr	\$180.00	/hr
Band Room	(No Charge)	\$33.75	/hr	\$43.75	/hr	\$48.75	/hr	\$138.75	/hr	\$175.00	/hr	\$180.00	/hr
Locker Room	(No Charge)	\$25.00	/hr	\$33.75	/hr	\$43.75	/hr	\$122.50	/hr	\$166.25	/hr	\$171.25	/hr
Adaptive Gym	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$122.50	/hr	\$171.25	/hr	\$175.00	/hr
Athletic Field (Track Interior)	(No Charge)	\$6.25	/hr	\$22.50	/hr	\$28.75	/hr	\$48.75	/hr	\$65.00	/hr	\$175.00	/hr
Track	(No Charge)	\$20.00	/hr	\$28.75	/hr	\$33.75	/hr	\$113.75	/hr	\$138.75	/hr	\$166.25	/hr
Parking Lot	(No Charge)	\$16.25	/hr	\$81.25	/hr	\$97.50	/hr	\$106.25	/hr	\$122.50	/hr	\$146.25	/hr
Lobby	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$130.00	/hr	\$171.25	/hr	\$175.00	/hr
Courtyard	(No Charge)	\$33.75	/hr	\$43.75	/hr	\$48.75	/hr	\$138.75	/hr	\$175.00	/hr	\$180.00	/hr
Atrium – Upper Lobby	(No Charge)	\$28.75	/hr	\$38.75	/hr	\$43.75	/hr	\$122.50	/hr	\$171.25	/hr	\$175.00	/hr
Atrium – Bench/Steps	(No Charge)	\$25.00	/hr	\$33.75	/hr	\$43.75	/hr	\$122.50	/hr	\$166.25	/hr	\$171.25	/hr
Atrium – Lower Area	(No Charge)	\$48.75	/hr	\$58.75	/hr	\$63.75	/hr	\$162.50	/hr	\$187.50	/hr	\$212.50	/hr

TEAO

Room 200	(No Charge)	\$38.75	/hr	\$48.75	/hr	\$53.75	/hr	\$146.25	/hr	\$178.75	/hr	\$185.00	/hr
Rooms 201 or 202	(No Charge)	\$33.75	/hr	\$38.75	/hr	\$43.75	/hr	\$130.00	/hr	\$171.25	/hr	\$175.00	/hr

ESC

Athletic Fields	(No Charge)	\$6.25	/hr	\$22.50	/hr	\$28.75	/hr	\$48.75	/hr	\$65.00	/hr	\$175.00	/hr
Parking Lot	(No Charge)	\$16.25	/hr	\$81.25	/hr	\$97.50	/hr	\$106.25	/hr	\$122.50	/hr	\$146.25	/hr

Weekend Rental Fees

Class A&B

Class C

Class D

Class DD

Class E

Class EE**

Class G

Facility**Elementary Schools**

Classroom	(No Charge)	\$16.25	/hr	\$32.50	/hr	\$41.25	/hr	\$65.00	/hr	\$81.25	/hr	\$171.25	/hr
Cafeteria w/o Kitchen	(No Charge)	\$25.00	/hr	\$41.25	/hr	\$48.75	/hr	\$73.75	/hr	\$90.00	/hr	\$178.75	/hr
Cafeteria w/Kitchen	(No Charge)	\$48.75	/hr	\$81.25	/hr	\$97.50	/hr	\$146.25	/hr	\$195.00	/hr	\$292.50	/hr
Gymnasium	(No Charge)	\$25.00	/hr	\$57.50	/hr	\$65.00	/hr	\$73.75	/hr	\$90.00	/hr	\$178.75	/hr
Athletic Field	(No Charge)	\$5.00	/hr	\$37.50	/hr	\$48.75	/hr	\$68.75	/hr	\$90.00	/hr	\$122.50	/hr
Parking Lot	(No Charge)	\$16.25	/hr	\$32.50	/hr	\$41.25	/hr	\$65.00	/hr	\$81.25	/hr	\$171.25	/hr
Blacktop/Playground													
Main Hallway	(No Charge)	\$16.25	/hr										
Tennis Courts*(VFES)													
Music Room	(No Charge)	\$25.00	/hr	\$41.25	/hr	\$48.75	/hr	\$73.75	/hr	\$90.00	/hr	\$178.75	/hr
Art Room	(No Charge)	\$25.00	/hr	\$41.25	/hr	\$48.75	/hr	\$73.75	/hr	\$90.00	/hr	\$178.75	/hr
Science Room	(No Charge)	\$25.00	/hr	\$41.25	/hr	\$48.75	/hr	\$73.75	/hr	\$90.00	/hr	\$178.75	/hr
Large Group Room	(No Charge)	\$48.75	/hr	\$65.00	/hr	\$73.75	/hr	\$90.00	/hr	\$113.75	/hr	\$130.00	/hr
Library	(No Charge)	\$48.75	/hr	\$65.00	/hr	\$76.75	/hr	\$97.50	/hr	\$113.75	/hr	\$220.00	/hr

Middle Schools

Classroom	(No Charge)	\$32.50	/hr	\$48.75	/hr	\$57.50	/hr	\$81.25	/hr	\$97.50	/hr	\$203.75	/hr
Computer Lab	(No Charge)	\$48.75	/hr	\$65.00	/hr	\$73.75	/hr	\$97.50	/hr	\$113.75	/hr	\$220.00	/hr
Large Group Room	(No Charge)	\$65.00	/hr	\$81.25	/hr	\$90.00	/hr	\$113.75	/hr	\$130.00	/hr	\$162.50	/hr
Auditorium	(No Charge)	\$81.25	/hr	\$113.75	/hr	\$130.00	/hr	\$162.50	/hr	\$187.50	/hr	\$308.75	/hr
Audion (VFMS)	<u>(No Charge)</u>	<u>\$73.00</u>	<u>/hr</u>	<u>\$97.50</u>	<u>/hr</u>	<u>\$110.00</u>	<u>/hr</u>	<u>\$138.00</u>	<u>/hr</u>	<u>\$159.00</u>	<u>/hr</u>	<u>\$236.00</u>	<u>/hr</u>
Library	(No Charge)	\$48.75	/hr	\$65.00	/hr	\$73.75	/hr	\$97.50	/hr	\$113.75	/hr	\$220.00	/hr
Cafeteria w/o Kitchen	(No Charge)	\$41.25	/hr	\$57.50	/hr	\$65.00	/hr	\$90.00	/hr	\$97.50	/hr	\$211.25	/hr
Cafeteria w/Kitchen	(No Charge)	\$81.25	/hr	\$113.75	/hr	\$130.00	/hr	\$162.50	/hr	\$187.50	/hr	\$308.75	/hr
Gymnasium	(No Charge)	\$41.25	/hr	\$90.00	/hr	\$97.50	/hr	\$106.25	/hr	\$122.50	/hr	\$211.25	/hr
Locker Room	(No Charge)	\$25.00	/hr	\$41.25	/hr	\$48.75	/hr	\$73.75	/hr	\$90.00	/hr	\$162.50	/hr
Adaptive Gym/Wrestling	(No Charge)	\$32.50	/hr	\$48.75	/hr	\$57.50	/hr	\$81.25	/hr	\$97.50	/hr	\$203.75	/hr
Athletic Field	(No Charge)	\$6.25	/hr	\$37.50	/hr	\$48.75	/hr	\$68.75	/hr	\$90.00	/hr	\$122.50	/hr
Outside Bathroom (VFMS)	(No Charge)	\$81.25	/hr	\$106.25	/hr	\$122.50	/hr	\$130.00	/hr	\$162.50	/hr	\$171.25	/hr

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

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

Parking Lot	(No Charge)	\$16.25	/hr	\$81.25	/hr	\$97.50	/hr	\$106.25	/hr	\$122.50	/hr	\$146.25	/hr
Music Room	(No Charge)	\$41.25	/hr	\$57.50	/hr	\$65.00	/hr	\$90.00	/hr	\$97.50	/hr	\$211.25	/hr
Art Room	(No Charge)	\$41.25	/hr	\$57.50	/hr	\$65.00	/hr	\$90.00	/hr	\$97.50	/hr	\$211.25	/hr
Science Room	(No Charge)	\$41.25	/hr	\$57.50	/hr	\$65.00	/hr	\$90.00	/hr	\$97.50	/hr	\$211.25	/hr
Band Room	(No Charge)	\$41.25	/hr	\$57.50	/hr	\$65.00	/hr	\$90.00	/hr	\$97.50	/hr	\$211.25	/hr
Dressing Room (off stage)	(No Charge)	\$32.50	/hr	\$48.75	/hr	\$57.50	/hr	\$81.25	/hr	\$97.50	/hr	\$203.75	/hr
Track	(No Charge)	\$32.50	/hr	\$48.75	/hr	\$57.50	/hr	\$81.25	/hr	\$97.50	/hr	\$203.75	/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

Facility
Conestoga High School

Classroom	(No Charge)	\$48.75	/hr	\$97.50	/hr	\$106.25	/hr	\$146.25	/hr	\$195.00	/hr	\$292.50	/hr
Computer Lab	(No Charge)	\$65.00	/hr	\$113.75	/hr	\$122.50	/hr	\$171.25	/hr	\$203.75	/hr	\$308.75	/hr
Lg. Group Room (140&142)	(No Charge)	\$81.25	/hr	\$130.00	/hr	\$138.75	/hr	\$187.50	/hr	\$220.00	/hr	\$325.00	/hr
Auditorium	(No Charge)	\$97.50	/hr	\$146.25	/hr	\$155.00	/hr	\$243.75	/hr	\$276.25	/hr	\$366.25	/hr
Dressing Room (off stage)	(No Charge)	\$48.75	/hr	\$97.50	/hr	\$106.25	/hr	\$146.25	/hr	\$195.00	/hr	\$292.50	/hr
Library	(No Charge)	\$65.00	/hr	\$113.75	/hr	\$122.50	/hr	\$171.25	/hr	\$203.75	/hr	\$308.75	/hr
Cafeteria w/o Kitchen	(No Charge)	\$57.50	/hr	\$106.25	/hr	\$113.75	/hr	\$162.50	/hr	\$195.00	/hr	\$301.25	/hr
Cafeteria w/Kitchen	(No Charge)	\$97.50	/hr	\$146.25	/hr	\$155.00	/hr	\$243.75	/hr	\$276.25	/hr	\$366.25	/hr
Gymnasium(s)	(No Charge)	\$57.50	/hr	\$106.25	/hr	\$113.75	/hr	\$162.50	/hr	\$195.00	/hr	\$301.25	/hr
Music Room	(No Charge)	\$57.50	/hr	\$106.25	/hr	\$113.75	/hr	\$162.50	/hr	\$195.00	/hr	\$301.25	/hr
Band Room	(No Charge)	\$57.50	/hr	\$106.25	/hr	\$113.75	/hr	\$162.50	/hr	\$195.00	/hr	\$301.25	/hr
Locker Room	(No Charge)	\$41.25	/hr	\$106.25	/hr	\$113.75	/hr	\$146.25	/hr	\$178.75	/hr	\$285.00	/hr
Adaptive Gym	(No Charge)	\$48.75	/hr	\$97.50	/hr	\$106.25	/hr	\$146.25	/hr	\$187.50	/hr	\$292.50	/hr
Athletic Field (Track Interior)	(No Charge)	\$6.25	/hr	\$37.50	/hr	\$48.75	/hr	\$68.75	/hr	\$90.00	/hr	\$292.50	/hr
Track	(No Charge)	\$32.50	/hr	\$48.75	/hr	\$57.50	/hr	\$138.75	/hr	\$171.25	/hr	\$276.25	/hr
Parking Lot	(No Charge)	\$16.25	/hr	\$81.25	/hr	\$97.50	/hr	\$106.25	/hr	\$122.50	/hr	\$146.25	/hr
Lobby	(No Charge)	\$48.75	/hr	\$97.50	/hr	\$106.25	/hr	\$155.00	/hr	\$187.50	/hr	\$292.50	/hr
Courtyard	(No Charge)	\$57.50	/hr	\$106.25	/hr	\$113.75	/hr	\$162.50	/hr	\$195.00	/hr	\$301.25	/hr
Atrium – Upper Lobby	(No Charge)	\$48.75	/hr	\$106.25	/hr	\$113.75	/hr	\$155.00	/hr	\$195.00	/hr	\$292.50	/hr
Atrium – Bench Steps	(No Charge)	\$41.25	/hr	\$97.50	/hr	\$106.25	/hr	\$146.25	/hr	\$178.75	/hr	\$285.00	/hr
Atrium – Lower Area	(No Charge)	\$81.25	/hr	\$130.00	/hr	\$138.75	/hr	\$187.50	/hr	\$220.00	/hr	\$325.00	/hr

TEAO

Room 200	(No Charge)	\$65.00	/hr	\$113.75	/hr	\$122.50	/hr	\$171.25	/hr	\$203.75	/hr	\$308.75	/hr
Rooms 201 or 202	(No Charge)	\$57.50	/hr	\$106.25	/hr	\$113.75	/hr	\$155.00	/hr	\$195.00	/hr	\$292.50	/hr

ESC

Athletic Fields	(No Charge)	\$6.25	/hr	\$37.50	/hr	\$48.75	/hr	\$68.75	/hr	\$90.00	/hr	\$292.50	/hr
Parking Lot	(No Charge)	\$16.25	/hr	\$81.25	/hr	\$97.50	/hr	\$106.25	/hr	\$122.50	/hr	\$146.25	/hr

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

Appendix C

LABOR RATES

	<u>Weekday</u>	<u>Weekend</u>	<u>Holiday</u>
Custodian	\$ 42.00	\$58.00	\$84.00
Security Guard PT	\$ 48.00	\$76.00	\$104.00
Security Guard FT	\$ 56.00	\$84.00	\$112.00
Maintenance	\$70.00	\$105.00	\$140.00
<u>Food Service</u>			
Manager	\$49.00	\$70.00	\$91.00
Cook	\$42.00	\$56.00	\$77.00
Gen Kitchen Worker	\$42.00	\$56.00	\$70.00
<u>Stage Crew</u>			
Manager	\$64.00	\$64.00	\$64.00
Trained Student	\$20.00	\$20.00	\$20.00
Field Monitor	\$35.00	\$35.00	\$35.00

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.

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 incur the weekly rental rates in Appendix B.

Classroom	\$ 1,095 per semester
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Appendix D

Athletic Fields Availability

Days

Hours

Weeknights (Monday – Friday)

5:45 PM - 9:00 PM*

Saturday

8:00 AM - 5:00 PM*

Sunday

9:00 AM - 5:00 PM*

Seasonal Dates

Fall

August 4 through November 21

Spring

March 2 through June 15

Summer

June 16 through August 3

* Start and end times may be adjusted seasonally at the discretion of the Business Manager.

Appendix E

BLDG. _____

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
940 West Valley Road, Suite 1700, Wayne, PA 19087 610.240.1900

APPLICATION AND AGREEMENT FORM (AAF) FOR USE OF SCHOOL DISTRICT FACILITIES

Agreement between the Tredyffrin/Easttown School District ("T/E") and * _____ ("User" **Exact Name of Organization**); Witnesseth, that the noted User is applying for the use of the following:

* _____ at * _____ for the following date(s) and time(s),
(Facility, Room(s), Field(s)) (TE School/Building)

Date(s): _____ Day of Week _____ Time: from: _____ to: _____
Date(s): _____ Day of Week _____ Time: from: _____ to: _____
Date(s): _____ Day of Week _____ Time: from: _____ to: _____
Date(s): _____ Day of Week _____ Time: from: _____ to: _____
Date(s): _____ Day of Week _____ Time: from: _____ to: _____

(If necessary, please attach additional sheet using the same format as above)

for the sole purpose of _____, subject to the terms and conditions expressed on page 2
(List the title and describe the event)
of this form and in Policy 7040 and Regulation 7040.

AAF FORMS MUST BE SUBMITTED 12 BUSINESS DAYS IN ADVANCE OF EVENT BUT NO SOONER THAN 6 MONTHS.

*Signed _____

(User or User's Contact and Certificate Holder)

*Name (Print) _____

*Telephone # _____

*Cell Phone # _____

*Address _____

*Email Address: _____

* Billing Information

* Organization: _____

* C/O: _____

* Address: _____

* Phone #: _____

* Non Profit Status: _____ Yes _____ No

If yes, then applicable documentation must be submitted with this form.

*Is your primary function to enhance the community by providing service to Tredyffrin/Easttown youth and/or adults? _____ Yes _____ No

*Does your group actively support the students' educational program? _____ Yes _____ No

*Are you a current or former TESD employee? _____ Yes _____ No *Do you live within the boundaries of T/E School District? _____ Yes _____ No

*Estimated number of TESD resident participants _____ *Estimated number of non-TESD resident participants _____

*Date: _____

* Are you charging an admission fee or tuition for this event?

_____ Yes _____ No

* All items marked with an asterisk (*) are required to be completed by the User.

User's signature on this form attests that the information submitted is true and accurate and constitutes acknowledgement that User has read and understands the School District's Policy and Administrative Regulations on the Use of Facilities as well as the text on page 2 of this document.

CLASSIFICATIONS - Please see Policy 7040, Use of Facilities, for Classification Definitions

NOTE: ALL ACTUAL CHARGES ARE ASSESSED BY BUSINESS OFFICE AFTER USE – PLEASE NOTE THAT IF PAYMENT IS MADE PRIOR TO THE END OF THIS AGREEMENT, ADDITIONAL CHARGES MAY BE INVOICED IF NECESSARY.

The District reserves the right to assess late fees of up to 1% per month.

PLEASE MAKE ALL CHECKS PAYABLE TO: TREDYFFRIN/EASTTOWN SCHOOL DISTRICT

DO NOT COMPLETE THIS SECTION OF THE AAF

DATE AAF RECEIVED IN THE BUSINESS OFFICE _____

User Classification: _____

Approved: _____

Not Approved: _____

Explanation if Not Approved: _____

ESTIMATED Rental Charge:	\$
ESTIMATED Support Staff Charge:	\$
ESTIMATED Total:	\$

Signed: _____
(Business Manager) (Date)

TREDYFFRIN/EASTTOWNSCHOOL DISTRICT
940 West Valley Road, Suite 1700, Wayne, PA 19087 610.240.1900
APPLICATION AND AGREEMENT FORM (AAF) FOR USE OF SCHOOL DISTRICT
FACILITIES

1. **Notwithstanding fees stated on the AAF, additional fees may be levied if the School District incurs additional expense as explained in Regulation 7040. All charges are payable within 30 days after the billing date. The District reserves the right to assess late fees of up to 1% per month. 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.**
2. All facilities must be left in the same condition as found.
3. Should conflicts with School programs develop, the building Principal, Athletic Director, or their designee, may cancel any Application and Agreement Form (AAF).
4. This AAF is subject to the appropriate support personnel being available and willing to work as needed. T/E reserves the right to cancel any use of facility 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.
5. The T/E School District reserves the right to cancel this agreement should other circumstances necessitate, like inclement weather which forces schools to close or be closed early.
6. **In the event that a User needs to cancel, User shall inform T/E in writing to the Business Manager (at address listed above) two weeks prior to the scheduled event or pay as liquidated damages the rental/impact fee heretofore provided. This applies except when cancellation is due to a school district decision for weather or other circumstances. It is the User's responsibility to verify building availability. If TESD determines, in its' sole discretion, that a User cancels reservations with regularity, TESD has the right to reconsider that organization's priority in subsequent use of facilities requests.**
7. User agrees to comply with all ordinances, statutes, and regulations of all Local, State and Federal authorities and agencies; and User hereby indemnifies T/E and agrees to hold T/E harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. User further agrees to indemnify and save T/E 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.
8. **User agrees to provide T/E with evidence of insurance coverage as required in the Administrative Regulations on Use of District Facilities. 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 persons performing work on behalf of User on School District property.**
9. The District will determine if the night and weekend temperature setbacks should be changed during the period of use, especially in the athletic areas.
10. **The User may not assign the approved agreement or sublet the premises.**
11. Subject to provisions of paragraph 10 hereof, this agreement shall be binding upon the heirs, executors, successors and assigns of the parties and shall be interpreted under the laws of the Commonwealth of Pennsylvania. Disputes shall be resolved by arbitration under the rules of the American Arbitration Association.
12. The use of alcohol and/or tobacco products is prohibited on all T/E property both inside and outside of school buildings.
13. User understands that this AAF is limited to use of the designated facility, building or field. User and anyone accessing the facility through the User ("User Group") may not access other parts of the facility, building or field not expressly set forth on this AAF. In particular, where school buildings are under construction, it is imperative that User and User Group remain in permitted area. User is responsible for supervising all individuals in User Group. T/E reserves the right to terminate AAFs or refuse to issue future AAFs to Users who fail to abide by this provision.
14. Construction/renovations at any of T/E's buildings may require that utilities be cut off for a period of time. T/E reserves the right to terminate the use of the building for that time period with 24 hours notice to the User.
15. User recognizes the fact that T/E's making its facilities available to the community in accordance with Board policy and administrative regulations, does not create any right for the User to the continued use of the facilities except at the discretion of T/E.
16. User agrees that in case of damage to facilities, the User shall compensate T/E in full.
17. Use of on premise climbing walls, gymnastics apparatus, or other items noted in School District Regulation 7040, by User groups at any T/E school is strictly prohibited unless otherwise approved by the appropriate administrator. User agrees to advise its own User group that the use of on premise climbing walls, gymnastics apparatus, or other items noted in School District Regulation 7040, is prohibited and that the District will not be responsible for any injuries occurring as the result of any use of the items.
18. **Upon request, the District may ask the User to provide proof of residency of the group members in order to determine the appropriate User Classification.**

User Initials _____

Date _____

Operation of ~~Plant~~Facilities: Holiday and Weekend Schedules

It shall be the responsibility of the ~~Supervisor of Facilities~~Facilities and Operations Manager, in cooperation with the custodial manager and building principal, to arrange holiday and weekend work schedules and security checks that will provide for ~~daily~~regular inspections of ~~the District~~ buildings.

Maintenance of Buildings and Grounds

The physical plant of the District shall be maintained in a fully operational condition at all times. A planned program of preventive maintenance to maximize performance and increase longevity of buildings, equipment, and grounds shall be developed by the ~~Supervisor of Facilities~~Facilities and Operations Manager. A maintenance management system shall be maintained to initiate, prioritize, assign and close-out all workorders. The maintenance management system shall also be used to routinely assess the adequacy of budgeted funds, track progress of the completion of the preventative maintenance plan and provide ready access to workorder information and the status of workorders to principals, management and maintenance staff. Additionally, the administration shall prepare a five-year capital maintenance plan and update it annually.

Adopted: September 10, 1973
Revised: November 22, 1982
Revised: January 24, 1994
Revised: February 27, 2006

Tredyffrin/Easttown School District

Maintenance of Building and Grounds

Maintenance of Plant

The maintenance of the physical plant in the schools of the District shall be the responsibility of the ~~Maintenance Supervisor~~Facilities and Operations Manager.

The maintenance employees represent a versatile staff, skilled in their particular crafts with a working knowledge of ancillary trades. This means that they have the capacity to effect a significant portion of needed repairs, but their prime function is the development and execution of a preventive maintenance program. To help in this program, principals and custodians are urged to assist in any way possible in the development of maintenance schedules for care and servicing of all equipment.

A maintenance management system shall be maintained to initiate, prioritize, assign and close-out all workorders. The maintenance management system shall also be used to routinely assess the adequacy of budgeted funds, track progress of the completion of the preventative maintenance plan and provide ready access to workorder information and the status of workorders to principals, management and maintenance staff. The ~~Maintenance Supervisor~~Facilities and Operations Manager shall develop, disseminate and monitor a set of standard operating procedures to meet these requirements.

Maintenance of Buildings

General cleaning and building care are the responsibility of the school custodian under the direction of the building principal. This work shall be performed to a schedule planned for the building principal, assisted, where desired, by the Custodial Supervisor.

The schedule is to be written, itemizing each duty and time frequency of operation. This schedule shall include the cleaning and lubricating of mechanical equipment, i.e., oil burners, unit ventilators, etc., as agreed with the ~~Maintenance Supervisor~~Facilities and Operations Manager.

Workorders for maintenance work in any school will originate from the principal's office and be sent directly to the ~~Maintenance Supervisor~~Facilities and Operations Manager using the maintenance management system. It will be the ~~Maintenance Supervisor~~Facilities and Operations Manager's responsibility, to determine the priority of requisitions on a districtwide basis and schedule the work to be done. Prioritization shall be decided in consultation with the principals and applicable maintenance staff with a report filed weekly with the Business Manager. Workorders shall not include work that was not specifically planned for and approved in the budget unless approved in writing by the Business Manager after identifying adequate funding.

In the case of emergencies, where repairs must be immediate, the principal or the custodians shall immediately telephone the office or (in the case of an emergency occurring after hours) the home of the ~~Maintenance Supervisor~~Facilities and Operations Manager. A workorder, signed by the principal, shall confirm the telephone call.

In order that good communications may be established, those custodians having supervisory responsibilities shall list their home telephone numbers with the ~~Maintenance Supervisor~~Facilities and Operations Manager.

Maintenance of Grounds

The maintenance of school building grounds is a shared responsibility between the school system's central maintenance division and the staff of the individual building. The principal and head groundskeeper will be responsible for the condition of lawns and shrubbery around the schools, including work performed by outside contractors. The athletic director and head groundskeeper will be responsible for the condition of playing fields. This includes the responsibility for the care and maintenance of equipment used for this purpose.

The maintenance of fences, driveways and large trees is the responsibility of the maintenance division. In case regular inspection on the part of the responsible officials of this division does not detect neglected areas, the principal should call attention to needed care through a workorder to the ~~Maintenance Supervisor~~Facilities and Operations Manager.

Equipment and materials for all grounds maintenance work shall be estimated for budget purposes by the ~~Maintenance Supervisor~~Facilities and Operations Manager. All tools needed by custodians for this purpose shall be included in the maintenance equipment list for new buildings, the specifications of which shall be the responsibility of the ~~Maintenance Supervisor~~Facilities and Operations Manager.

Integrated Pest Management

Purpose:

The ~~school district~~ District shall utilize Integrated Pest Management (IPM) procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. The ~~school district~~ District shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.

As part of the utilization of IPM procedures, the District shall institute an Integrated Pest Management Plan (IPMP) for ~~district~~ District buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.

Definitions:

Integrated Pest Management (IPM) is the ~~coordinated-managed~~ use of pest ~~environmental information to design and implement pest control methods that are environmentally and economically sound and socially responsible. IPM promotes prevention over remediation, and it advocates the integration of at least two (2) or more strategies to achieve long-term solutions~~ alternatives, including cultural, mechanical, biological, and chemical to most effectively prevent or reduce to acceptable levels damage caused by pests.

Integrated Pest Management Plan (IPMP) is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environment risks.

Implementation:

The Superintendent or designee shall be responsible to implement integrated pest management procedures, to adopt an integrated pest management plan, and to coordinate communications between the ~~district~~ District and the approved contractor.

The Superintendent shall designate an employee to serve as IPM coordinator for the ~~district~~ District. Appropriate personnel involved in making recommendations relative to pest management shall participate in periodic and updated training.

Integrated Pest Management strategies may include education, exclusion, sanitation, maintenance, site appropriate pesticides, and biological and mechanical controls.

An ~~Integrated Pest Management (IPM)~~ decision shall consist of the following five (5) steps:

1. ~~Identify P~~pest species ~~identification~~

2. Estimate pest populations and ~~compare~~compare them to established action thresholds;
3. Select the appropriate management tactics based on current on site information;
4. Assess effectiveness of pest management, and
5. Maintain accurate and appropriate records.

Communication:

~~The District shall notify P~~parents and guardians of ~~district-District~~ students ~~will have the opportunity to be notified of the about~~ planned and emergency applications of pesticides in school buildings or school grounds. ~~All-parents~~Parents and guardians of District students will be advised annually of the procedures to follow to request prior notification of pesticide applications. The ~~superintendent-Superintendent~~ or designee will ensure that annually such procedures are ~~sent-communicated~~ to ~~all~~ parents and guardians of ~~district-District~~ students.

Notification of Planned Applications:

When pesticide applications are planned and scheduled in school buildings and on school grounds, the District shall provide notification in accordance with law, including:

1. Posting a pest control sign in an appropriate visible area;
2. Providing the pest control information sheet to all individuals working in the school building, and
3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of applications of pesticides.

Notification of Emergency Applications:

When pests pose an immediate threat to the health and safety of student or employees, the ~~district-District~~ may authorize an emergency pesticide application and shall notify by telephone or by message on an answering machine any parent and guardian who has requested such notification. The Superintendent or designee will promulgate additional procedures for notification of emergency pesticide applications

Records:

The District shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the District's administrative office.