



**WEST CHESTER AREA SCHOOL DISTRICT**  
**Education Committee Meeting**  
November 14, 2022  
6:30 p.m.  
Spellman Education Center/Livestream

**AGENDA**

|   |  |               |
|---|--|---------------|
| • | Public Comment   |               |
| ★ | Approval of October 10, 2022 Combined Education and Pupil Services Committee Meeting Minutes | K. Shaw       |
| • | Collegium Progress Update  | M. Barber     |
| ★ | Approval of 2023-24 Board Calendar, First Reading  | S. Missett    |
| • | Request for Proposal (RFP) for After-School Programming                                      | S. Missett    |
| • | Equity Update  | U. Martin     |
| • | Health & Safety Plan Review  | R. Sokolowski |

★ Committee Voting Item

*Public Comment Protocol*

- Residents wishing to make public comment on agenda items must register prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A three-minute timer will be projected on the screen and will start after the speaker gives their name and township/borough.

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**WEST CHESTER AREA SCHOOL DISTRICT  
Combined Pupil Services and Education Committee**

**October 10, 2022  
Spellman Education Center Board Room  
Start: 6:30 pm – Finish: 7:44 pm**

**Attending Committee Members:**

Kate Shaw (Edu. Chair)  Joyce Chester (PS Chair)  Daryl Durnell  Laura Detre

**Other Board Members:**

Gary Bevilacqua  Karen Fleming  Karen Herrmann  Sue Tiernan  Stacey Whomsley

**Administration:**

Robert Sokolowski  Kalia Reynolds  Wayne Birster  Melissa Kleiman  
 Sara Missett  John Scully  Jeff Ulmer  Michael Wagman

**Public Comment:** none

**Items on Agenda:**

- Approval of September 12, 2022 Combined Education and Pupil Services Committee Meeting Minutes
- Review of PAYS Survey
- Review and Approval of Devereux Advanced Behavioral Health Contract
- Review of SAT/AP Exam Results
- Review and Approval of Revised Policy 137 Home Education Programs
- Review and Approval of Revised Policy 913: Nonschool Organizations/ Groups/Individuals
- Review and Approval of Revised Policy 913.2 Dissemination by Nonschool Organizations, Groups or Individuals (formerly known as Distribution or Posting of Nonschool Organizations, Groups or Individuals)

**Education Committee Actions/Outcomes to be placed on October 25, 2022 Board Agenda for Approval:**

| <b>Agenda Item</b>   | <b>Vote</b> |
|--|-------------|
| Approval of September 12, 2022 Combined Education and Pupil Services Committee Meeting Minutes | <b>3-0</b>  |
| Approval of Devereux Advanced Behavioral Health Contract                                       | <b>3-0</b>  |
| Approval of Revised Policy 137 Home Education Programs   | <b>3-0</b>  |
| Approval of Revised Policy 913: Nonschool Organizations/ Groups/Individuals                    | <b>3-0</b>  |

| Agenda Item  | Vote |
|--|------|
| Approval of Revised Policy 913.2 Dissemination by Nonschool Organizations, Groups or Individuals (formerly known as Distribution or Posting of Nonschool Organizations, Groups or Individuals) | 3-0  |

**October Education Committee Consent Agenda Items:**

**Approval to establish:**

- Henderson HS - Ping Pong Club
- Henderson HS - Badminton Club
- Henderson HS - E Sports
- Henderson HS - Class of 2026
- Henderson HS - Operation Smile

**Approval of the following Study/Excursion trip(s):**

- Rustin HS Model United Nations – University of Virginia

**Approval of the following Revised Policy, 2<sup>nd</sup> Reading**

- Policy 137.1 – Extracurricular Participation by Home Education Students

**Approval to Retire the following Administrative Guideline**

- Administrative Guideline 137AG2 – Participation in District Activities by Home Education Students

**Items to be discussed at a later date:** None

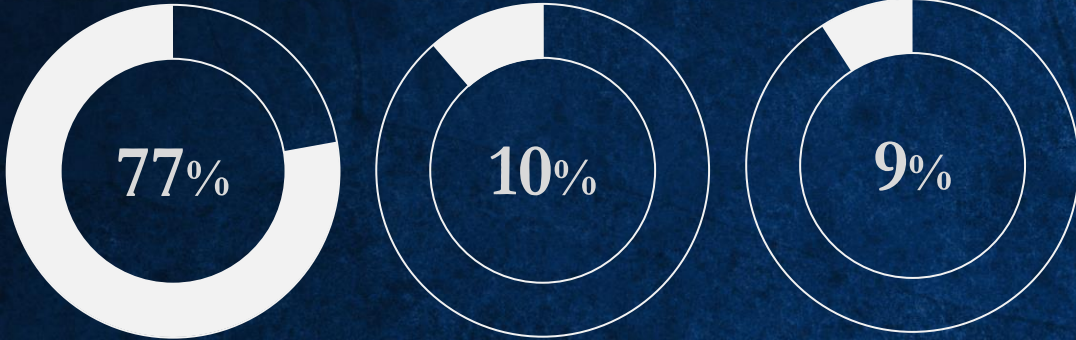
# **Collegium Charter School: Curriculum/Data Review**

*Review of 21-22 ASY*



Who are We

# Where Students Come From



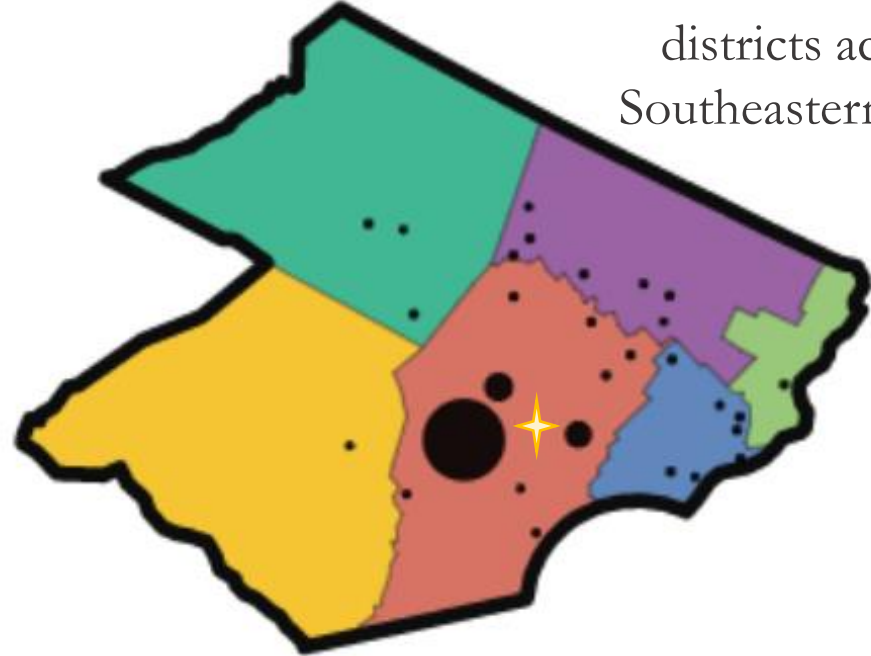
Coatesville Area School District

Downingtown School District

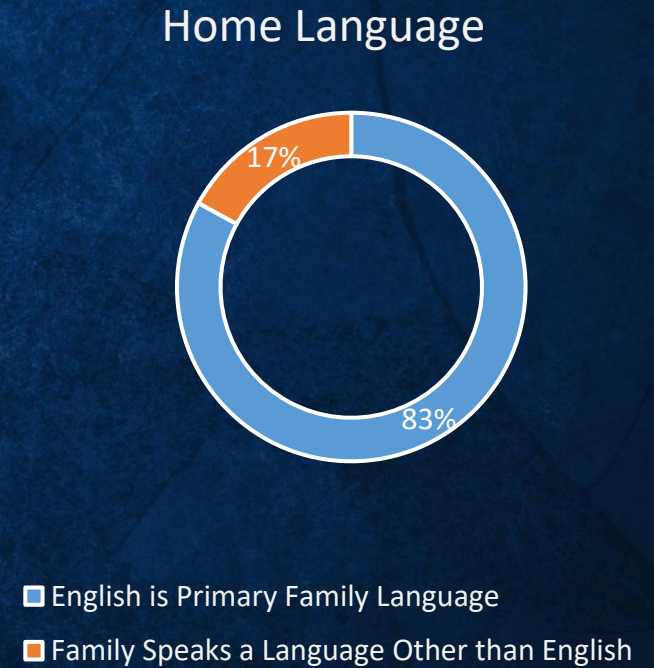
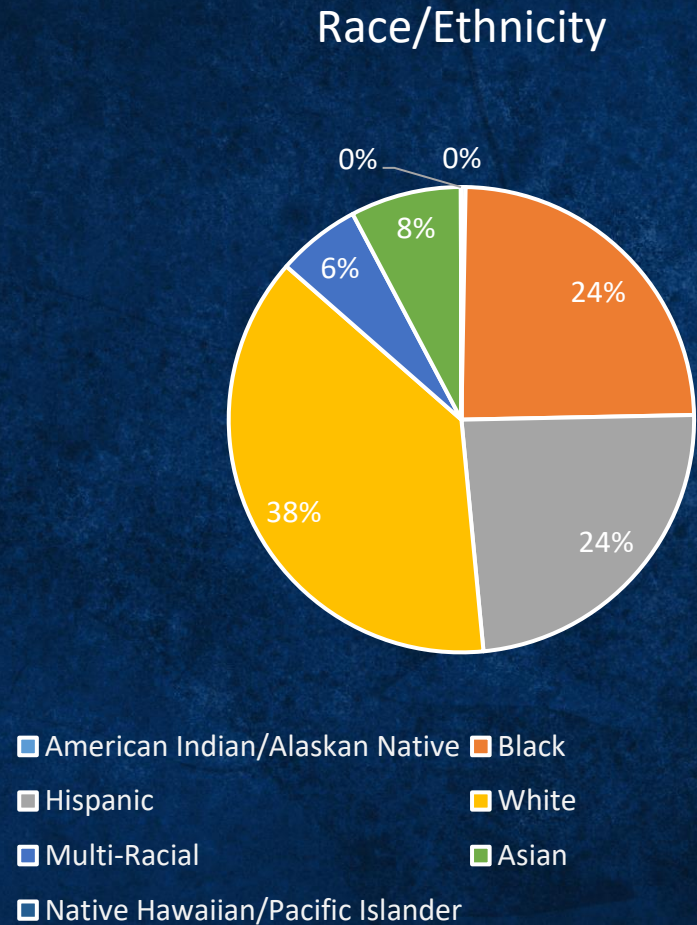
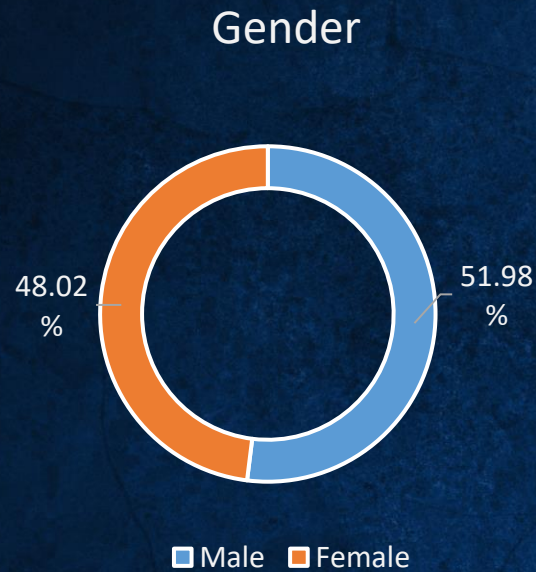
West Chester Area School District

- Boyertown – Chester Upland – Exeter Township – Great Valley – Interboro – Kennett Consolidated – Methacton – Norristown – Octorara – Owen J. Roberts – Penn Delco – Pequea Valley – Philadelphia – Phoenixville – Pottsgrove – Pottstown – Radnor – Reading – Southeast Delco – Springfield – Tredyffrin/Eastown – Twin Valley – Unionville Chadds Ford – Upper Darby – Upper Merion – William Penn

Students who attend Collegium Charter School come to us from 29 different districts across Southeastern PA



# Gender-Race Ethnicity-Language



Collegium is one of the most diverse school in the region– Ranking 17<sup>th</sup> in the state based on the diversity index puts our school in the top 2%

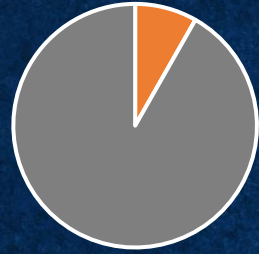
# Historically Underperforming Students

Historically Underperforming students are defined as non-duplicated students with disabilities, economically disadvantaged, and English Language Learners enrolled for a full academic year.



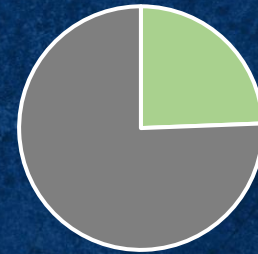
1.68%

Students with a 504 Plan



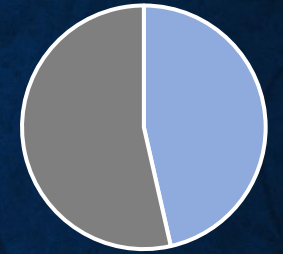
8.24%

Students who are identified as an English Language Learner



24.39%

Students with an IEP



46.45%

Students who qualify for Free and Reduced Lunch



# Assessment

PSSA and Keystone Exams



Actual vs Target

PROJECT:

VOICE: STAGRAM

MISSION

ADDRESS:

Market Share

KPI: Product:

FRONT-CAMERA-IP: 143.453.00

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Customers Satisfaction

CONTROL-AREA

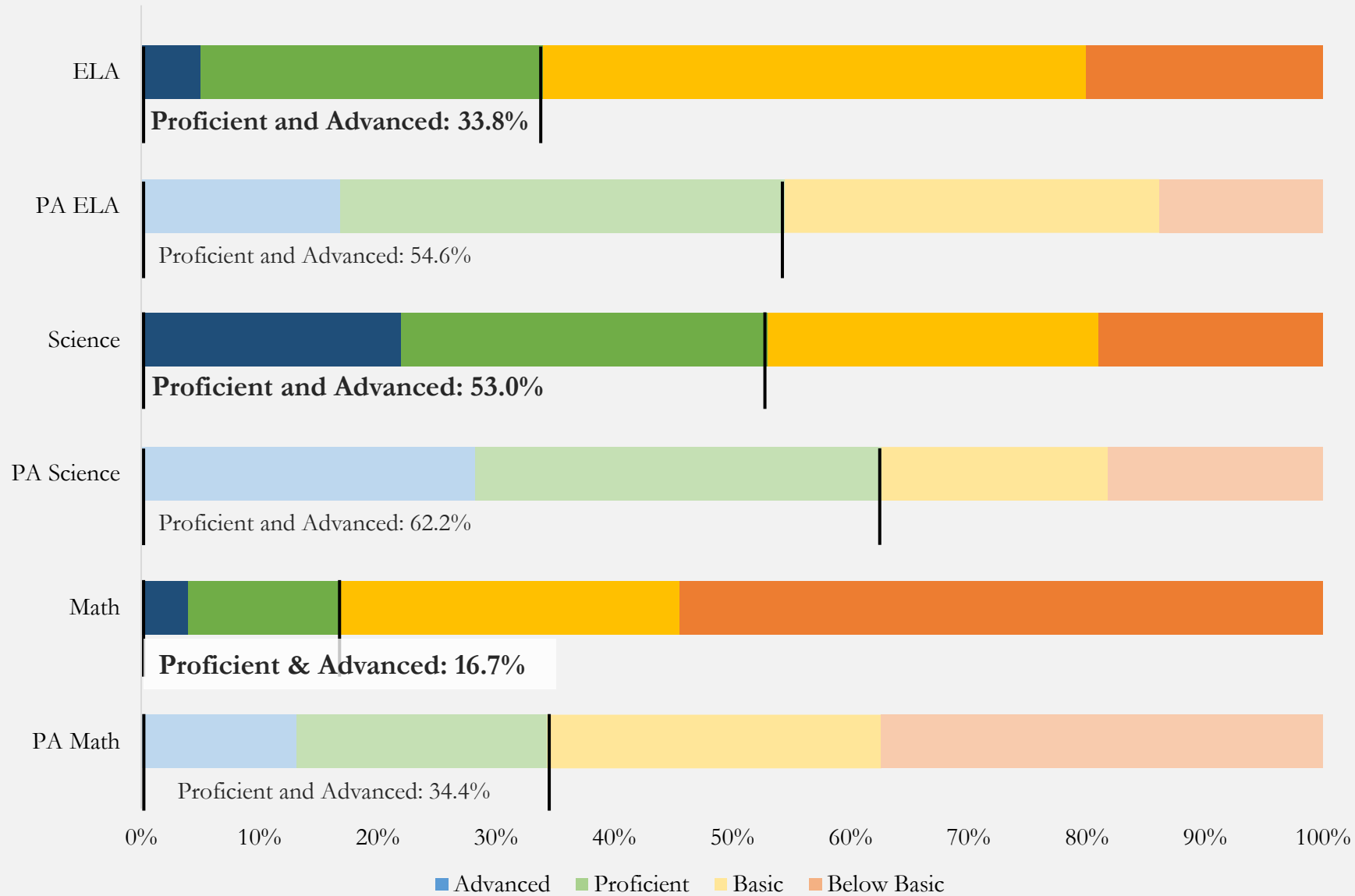


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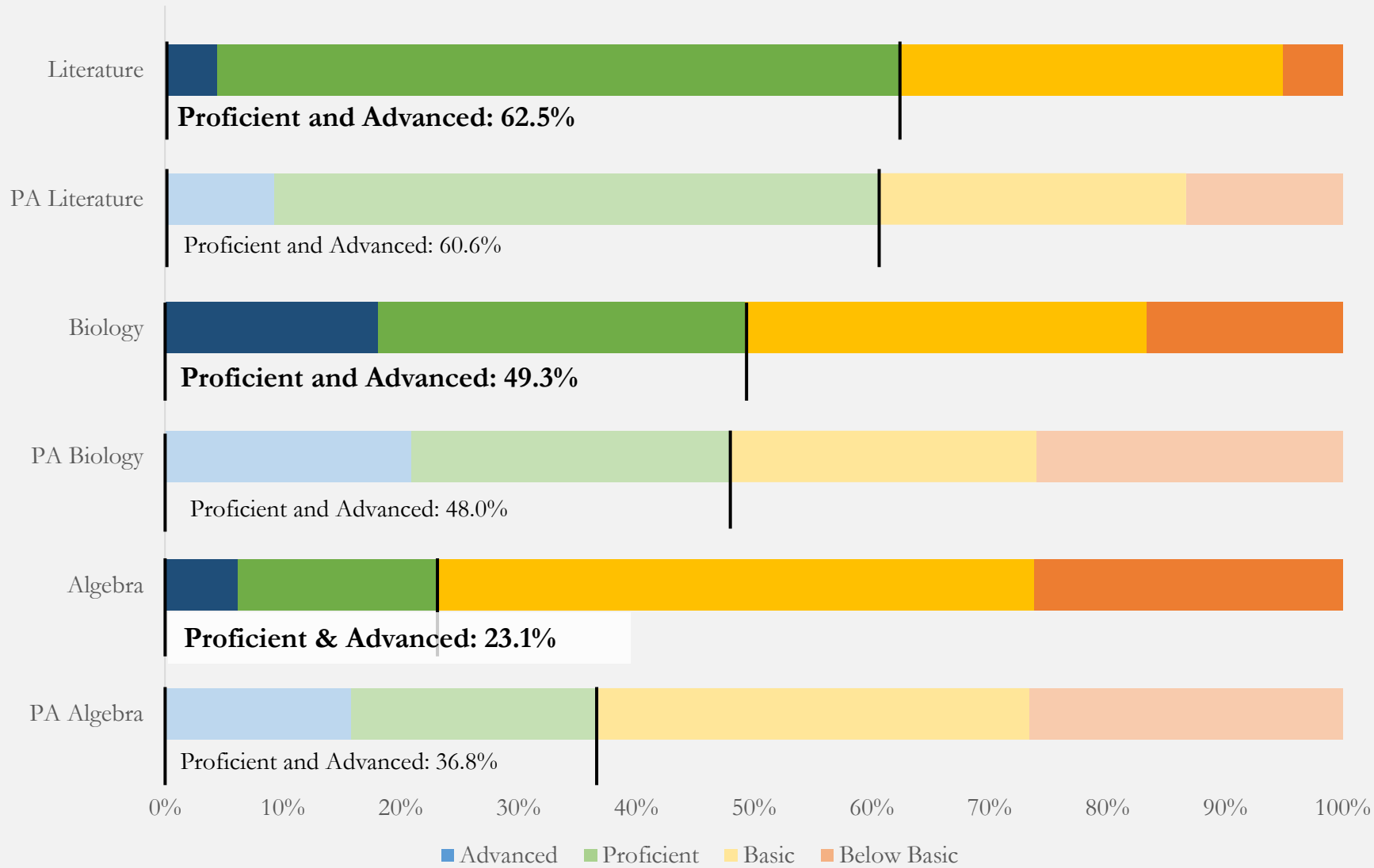
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# PSSA Exams Spring 2022



# Keystone Exams Spring 2022



# Keystone Accountability

11th Grade Keystone Accountability Scores

|           |               | Algebra     |       |            |          |              | Biology     |       |            |          |              | Literature  |       |            |          |              |
|-----------|---------------|-------------|-------|------------|----------|--------------|-------------|-------|------------|----------|--------------|-------------|-------|------------|----------|--------------|
|           |               | Below Basic | Basic | Proficient | Advanced | % Prof/Adv   | Below Basic | Basic | Proficient | Advanced | % Prof/Adv   | Below Basic | Basic | Proficient | Advanced | % Prof/Adv   |
| 2020-2021 | CCS- Grade 11 | 15.6%       | 38.5% | 21.5%      | 24.4%    | <b>45.9%</b> | 4.7%        | 12.5% | 40.6%      | 42.2%    | <b>82.8%</b> | *           | *     | *          | *        | *            |
|           | State         | 12.0%       | 25.6% | 34.4%      | 20.6%    | <b>68.2%</b> | 1330.0%     | 19.1% | 33.2%      | 34.4%    | <b>67.6%</b> | 24.6%       | 25.9% | 41.5%      | 8.1%     | <b>49.6%</b> |
| 2018-2019 | CCS- Grade 11 | 8.2%        | 20.6% | 52.6%      | 18.6%    | <b>71.2%</b> | 10.1%       | 18.2% | 38.4%      | 33.3%    | <b>71.7%</b> | 3.0%        | 23.0% | 53.0%      | 21.0%    | <b>74.0%</b> |
|           | State         | 10.5%       | 26.2% | 38.7%      | 24.6%    | <b>63.3%</b> | 16.3%       | 20.5% | 36.8%      | 26.4%    | <b>63.2%</b> | 9.6%        | 18.9% | 58.4%      | 13.1%    | <b>71.5%</b> |
| 2017-2018 | CCS- Grade 11 | 7.1%        | 31.8% | 44.7%      | 16.5%    | <b>61.2%</b> | 12.9%       | 24.7% | 34.1%      | 28.2%    | <b>62.3%</b> | 8.2%        | 20.0% | 61.2%      | 10.6%    | <b>72.2%</b> |
|           | State         | 9.7%        | 25.1% | 41.7%      | 23.5%    | <b>65.2%</b> | 14.3%       | 21.3% | 37.4%      | 27.0%    | <b>64.4%</b> | 8.4%        | 18.9% | 62.7%      | 10.0%    | <b>72.7%</b> |

All data pulled from the PA Department of Education's Keystone Result website.  
<https://www.education.pa.gov/DataAndReporting/Assessments/Pages/Keystone-Exams-Results.aspx>

\*Too many 11th graders in 2020-21 ASY were exempt from the Keystone Literature exam due to the cancellation of the exam in Spring of 2020 to calculate this data.

# How do we Rank

US News and World Report



# US News and World Report Best High School Rankings 2022

The US News Best High School rankings include data on nearly 24,000 public high schools in 50 states and the District of Columbia. Nearly 18,000 schools were ranked on six factors based on their performance on state assessments and how well they prepare students for college.



# Best High Schools Methodology

## College Readiness

% of 12th Graders taking and earning a qualifying score on an AP or IB exam

30%

## Math and Reading Achievement

Aggregated scores on state assessments

20%

## Math and Reading Performance

Aggregated scores on state assessments compared to expectations of traditionally underserved populations

20%

## Underserved Student Performance

Aggregated scores on state assessments just among traditionally underserved populations

10%

## College Curriculum Breadth

Proportion of 12th graders who took and earned a qualifying score on an AP exam in multiple areas

10%

## Graduation Rate

Percent of entering ninth graders who graduated four academic years later.

10%



## Where Does Collegium Rank Compared to Local Districts

### National Ranking

### State Ranking

|       |  |     |
|-------|--|-----|
| 44    | Downingtown STEM Academy                   | 2   |
| 96    | Downingtown East                           | 29  |
| 1242  | West Chester East                          | 39  |
| 1479  | West Chester Bayard Rustin                 | 52  |
| 1831  | West Chester Henderson                     | 65  |
| 2702  | Downingtown West                           | 97  |
| 3653  | <b>Collegium Charter High School</b>       | 142 |
| 4851  | Avon Grove Charter School                  | 198 |
| 10760 | PALCS                                      | 423 |
| x     | <b>Coatesville Area Senior High School</b> | x   |

\*\* Bottom 25% not ranked

— Improved Ranking from 2021

— Decreased Ranking from 2021



# Big Picture: What does that mean for CCS?



## State Rankings

In the State of Pennsylvania, 718 high schools were ranked. Collegium's ranking of 142 puts it in the **Top 20%**.

Collegium is the **9<sup>th</sup> highest** ranked charter high school in the State of Pennsylvania. (out of 82 Charter High Schools)



## National Rankings

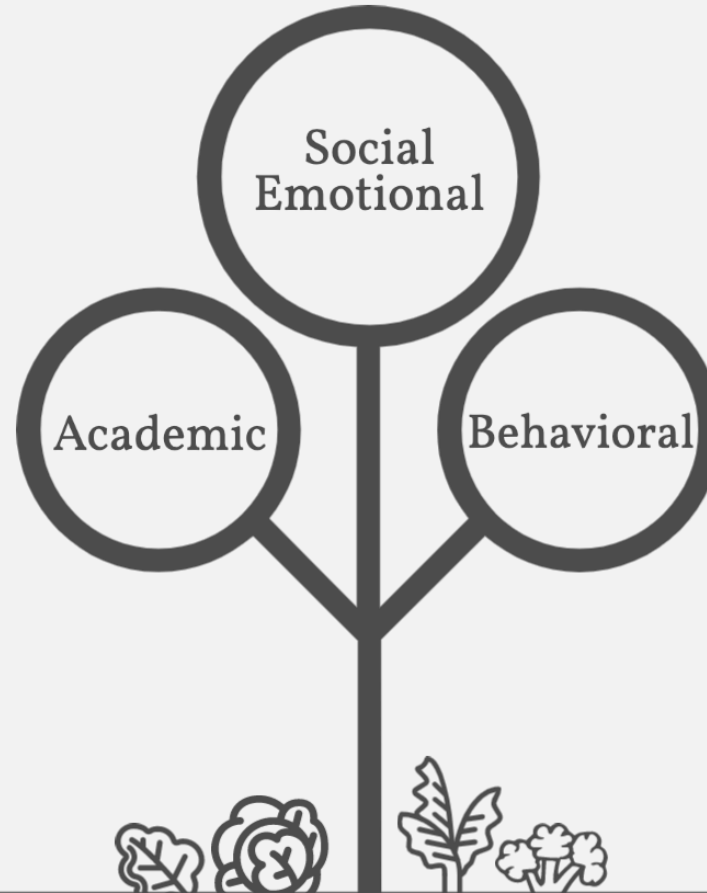
Nationally, 17,843 Public High Schools were ranked. Collegium's ranking of 3,654 places it in the **Top 20%**.



# Improvements and Enhancements

## Blended Learning

The purpose of blended learning at Collegium is to facilitate equitable access to meaningful, relevant, and authentic learning experiences for all students by using digital computing technologies to integrate learning at school and at home.



## Universal Design for Learning

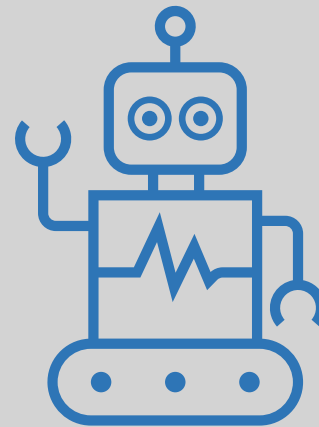
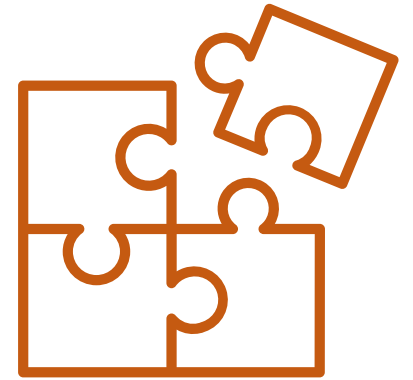
The purpose of Universal Design for Learning at Collegium is to facilitate equitable access to meaningful, relevant, and authentic learning experiences for all students; by acknowledging the variability in all learners, and actively identifying and removing barriers to learning through the use of multiple means of engagement, representation, and action and expression.

# Equitable Access

Universal Design for Learning  Blended Learning

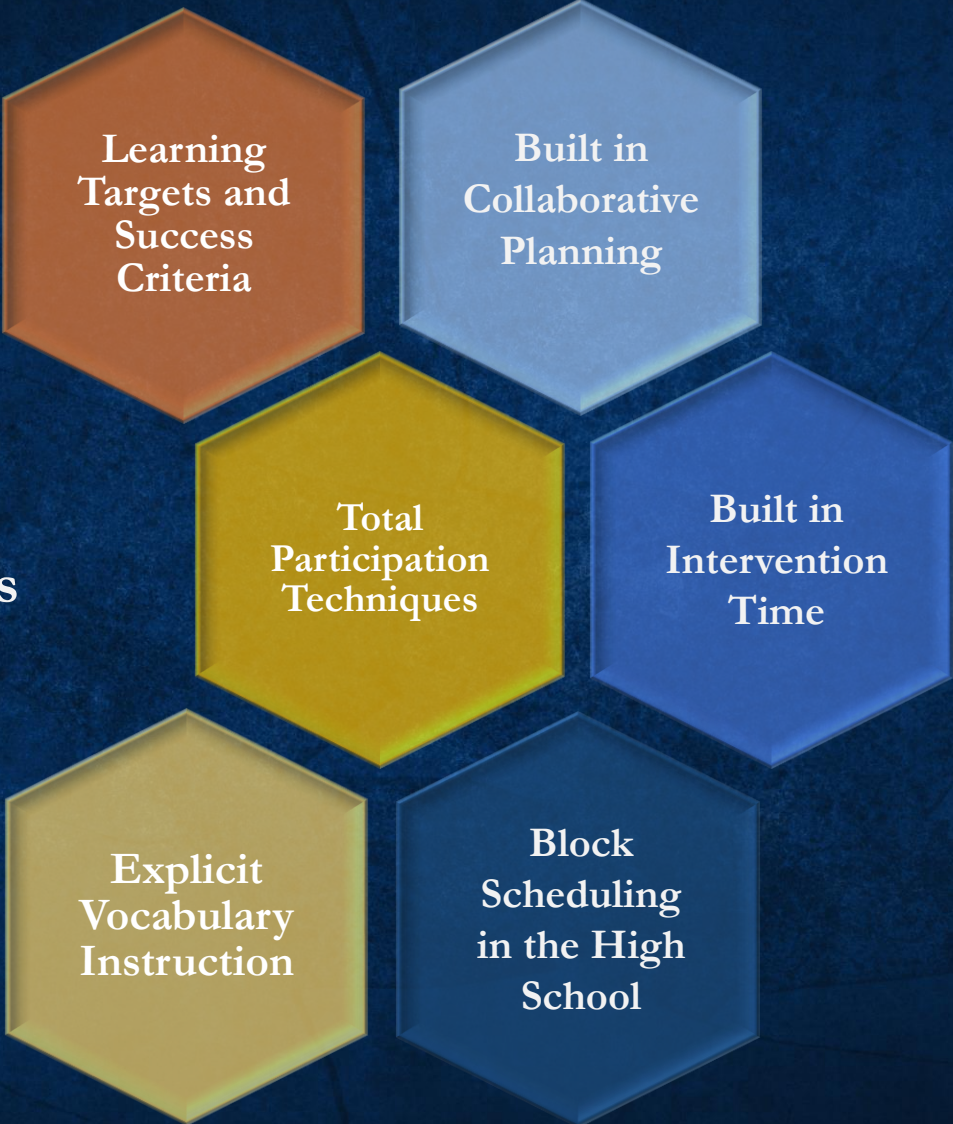
# Curriculum Enhancements

- Shift to Curriculum Supervisors by Content
- Expansion of **Inquiry Based Learning**
- Updating existing Programs to **fill in gaps**
- **STEM for All: k-12 Programming**
- Increase Student Voice and Choice in ownership of **HS Science Pathways**



# Instructional Enhancements

**K-12 Alignment of Instructional Non-Negotiables**



**Schedule Adjustments**

# Assessment Enhancements

## Move to Full Standards Based Grading and Reporting k-4

Identified Power Standards and Created Proficiency scales for each.  
(k-4 ELA and Math)

Common Assessments developed based on Standards and varying DOK levels

Moving forward with K-12 team to continue the Mastery of Learning work with the CCIU

# MTSS- Intervention Structure

## Kindergarten-Sixth grade

### Three-Tiered MTSS Structure

- Universal Screener 3x per year
- IXL Diagnostic weekly, with Snapshot 3x per year
- Data is used to create tiered intervention groups with adjustments every 6 weeks.

## Seventh-Twelfth Grade

### Two-Tiered MTSS Structure

- Universal Screener administered to previously identified 9-12 students at the end of each school year, and to all 7-8<sup>th</sup> graders 3x per year.
- IXL Diagnostic weekly, with Snapshot done 3x per year
- Data is used to create half year tiered intervention groups for gr. 7 and 8, and full year tiered groups for 9-12

Questions?





# 23-24 Draft School Board Calendar

**First Reading  
November 14, 2022**

**August 2023**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

Days: Student 4/ Teacher 8

**Total S-4, T-8**

**September 2023**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Days: Student 18/ Teacher 18

**Total S-22, T-26**

**October 2023**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

Days: Student 21/ Teacher 22

**Total S-43, T-48**

**November 2023**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

Days: Student 18/ Teacher 20

**Total S-61, T-68**

**December 2023**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

Days: Student 16/ Teacher 16

**Total S-77, T-84**

**January 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

Days: Student 21/ Teacher 21

**Total S-98, T-105**

**February 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |

Days: Student 20/ Teacher 20

**Total S-118, T-125**

**March 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

Days: Student 18/ Teacher 18

**Total S-136, T-143**

**April 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

Days: Student 19/ Teacher 20

**Total S-155, T-163**

**May 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

Days: Student 21/ Teacher 22

**Total S-176, T-185**

**June 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | R  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

Days: Student 9/ Teacher 9

**Total S-185, T-194**

- Teacher Inservice, schools closed
- Half-Day, PM Teacher Inservice
- Schools Closed
- First Day of School
- Last Day of School - Students & Staff
- End of Marking Period
- End of Trimesters
- Parent Conferences
- AM Teacher Conferences, PM schools closed

**Students: 185, Teacher: 194, 3 Snow Days Built in**

| Date   | Holiday      | Date   | Holiday         | Date   | Holiday      |
|--------|--------------|--------|-----------------|--------|--------------|
| Sep 4  | Labor Day    | Dec 24 | Christmas Eve   | Mar 11 | Ramadan      |
| Sep 16 | Rosh Hashana | Dec 25 | Christmas Day   | Mar 31 | Easter       |
| Sep 25 | Yom Kippur   | Dec 31 | New Year's Eve  | Apr 10 | Eid Al Fitr  |
| Nov 7  | Election Day | Jan 1  | New Year's Day  | May 27 | Memorial Day |
| Nov 12 | Diwali       | Jan 15 | MLK Jr. Day     | Jun 19 | Juneteenth   |
| Nov 23 | Thanksgiving | Feb 19 | President's Day |        |              |



# **WEST CHESTER AREA SCHOOL DISTRICT**

## **EQUITY ACTION PLAN**

**2022-23**



# OVERVIEW

**With the pandemic in the rearview mirror,  
let us reset by first revisiting the  
equity goals for individual schools.**



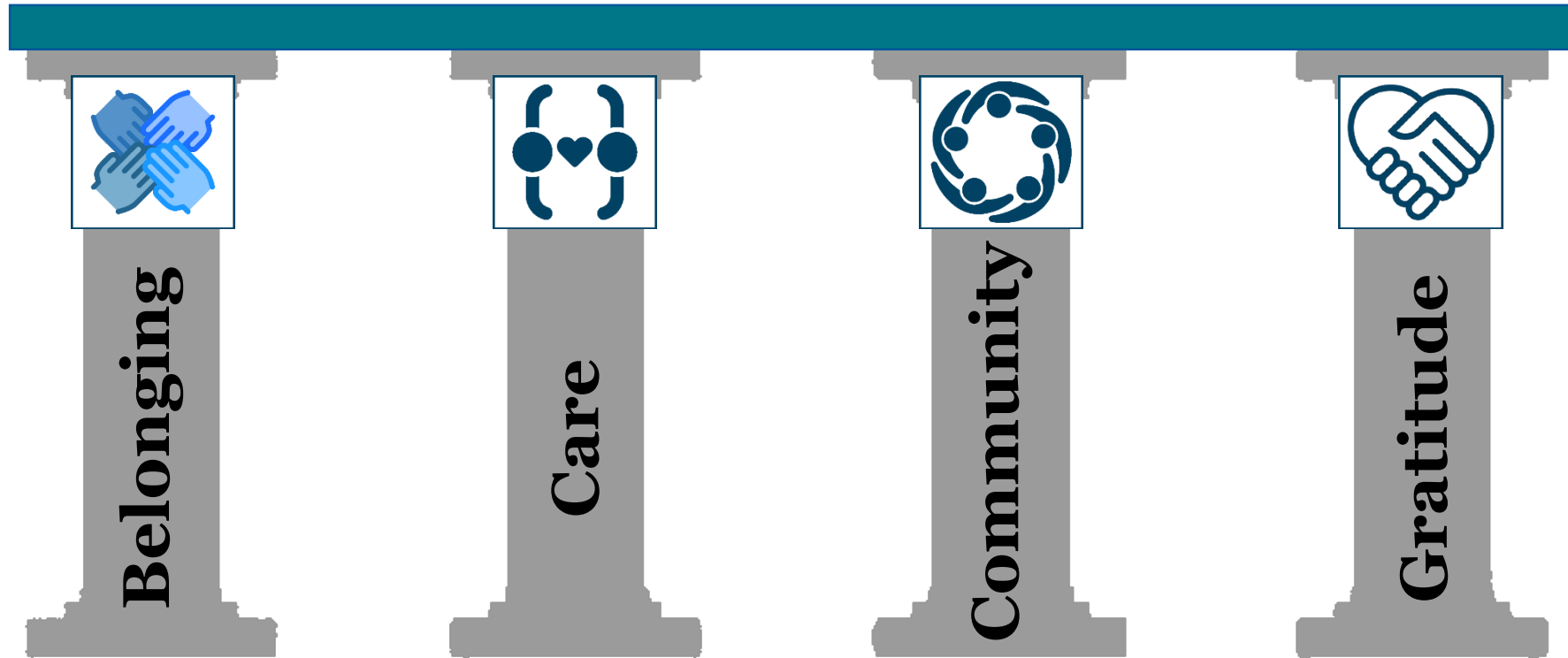
# MISSION STATEMENT

The mission of the West Chester Area School District is to ***educate*** and ***inspire*** our students to ***achieve*** their personal best.



# EQUITY

ensures all students get what they need to learn.

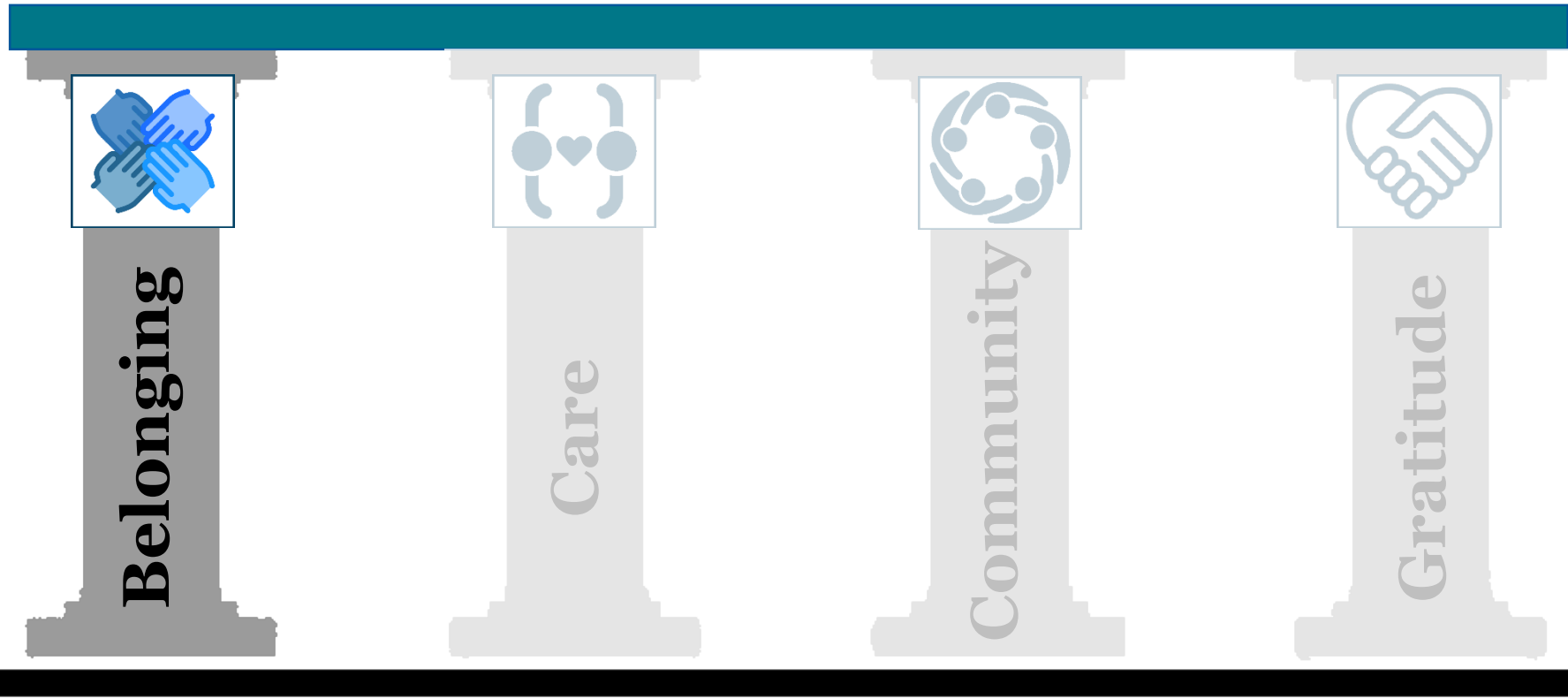




# EQUITY GOALS

## BELONGING

the positive school environment and relationships that allows students to feel accepted and comfortable to learn and thrive.

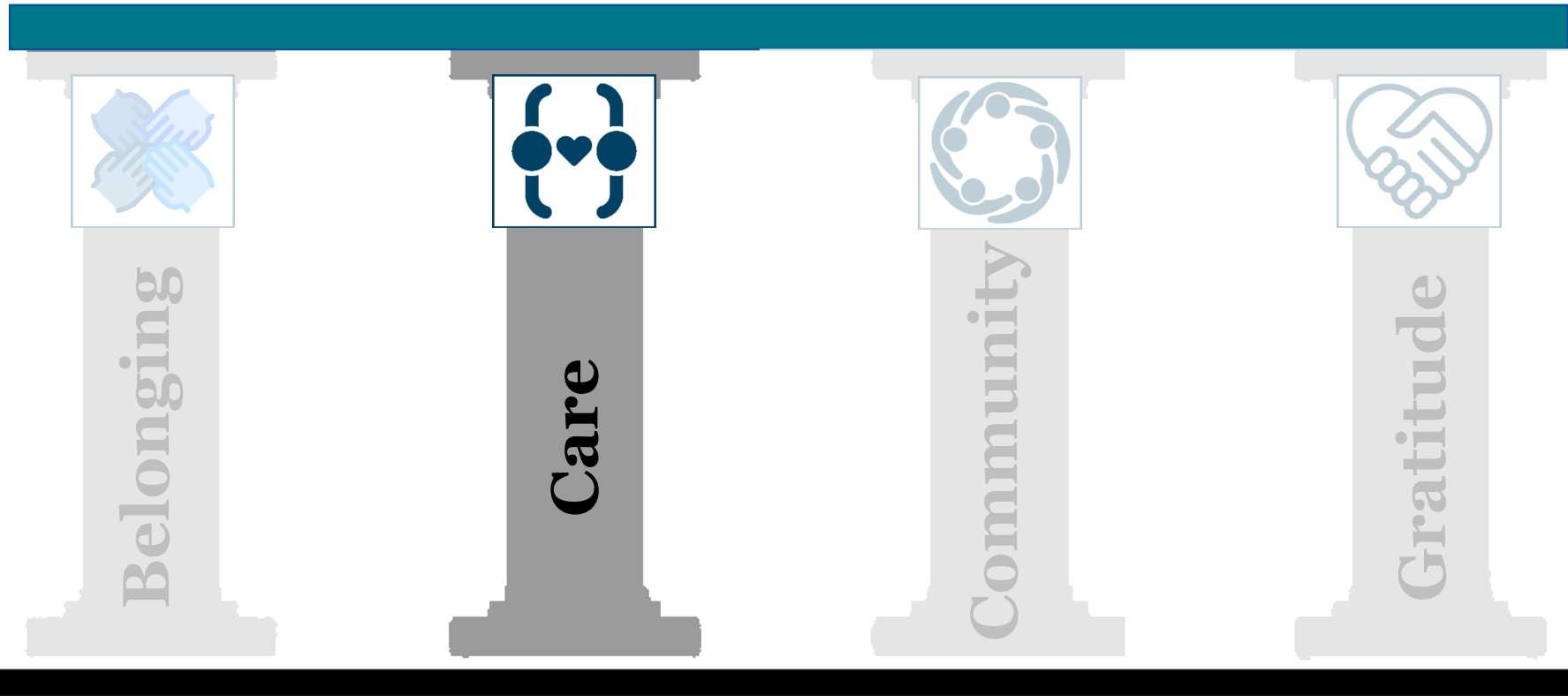




# EQUITY GOALS

## CARE

the confident feeling students have that others are concerned about their overall well-being, safety, protection, and performance.

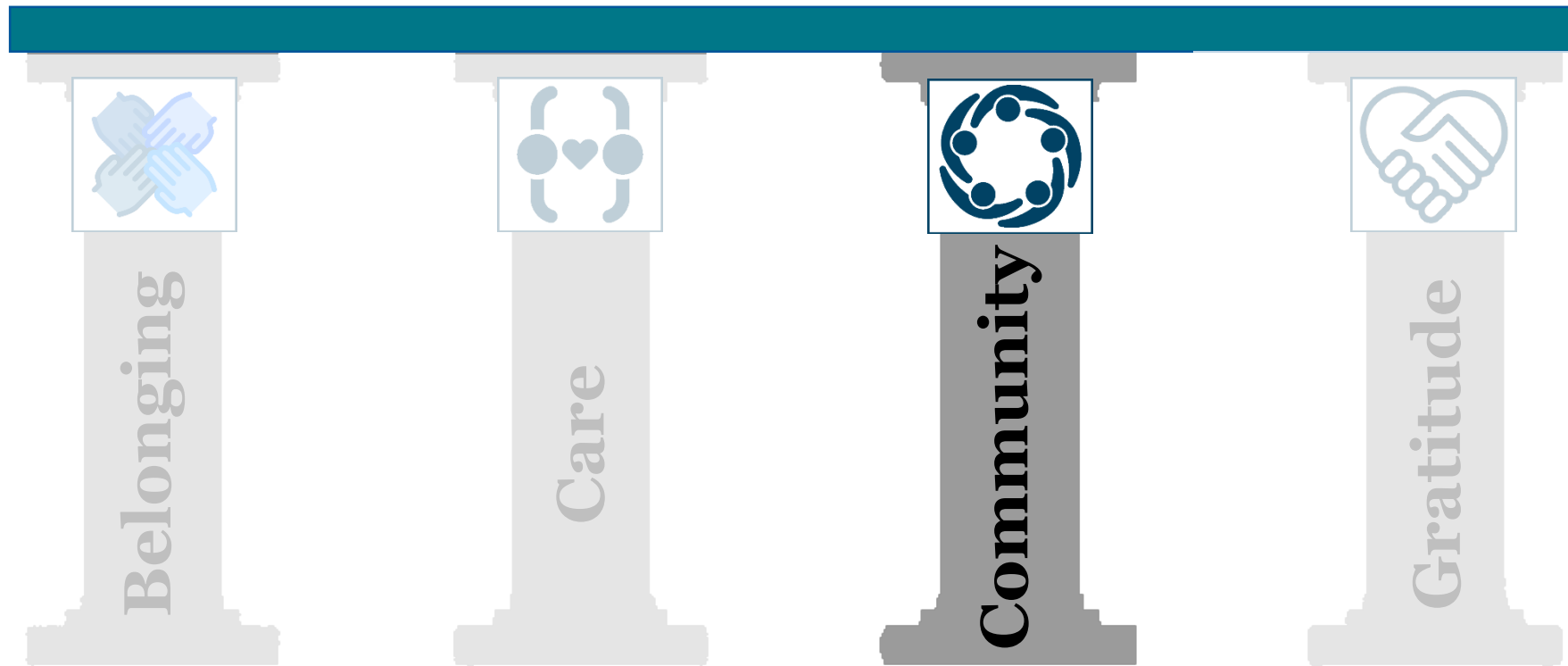




# EQUITY GOALS

# COMMUNITY

the support system, human capital, and sharing of the goals.



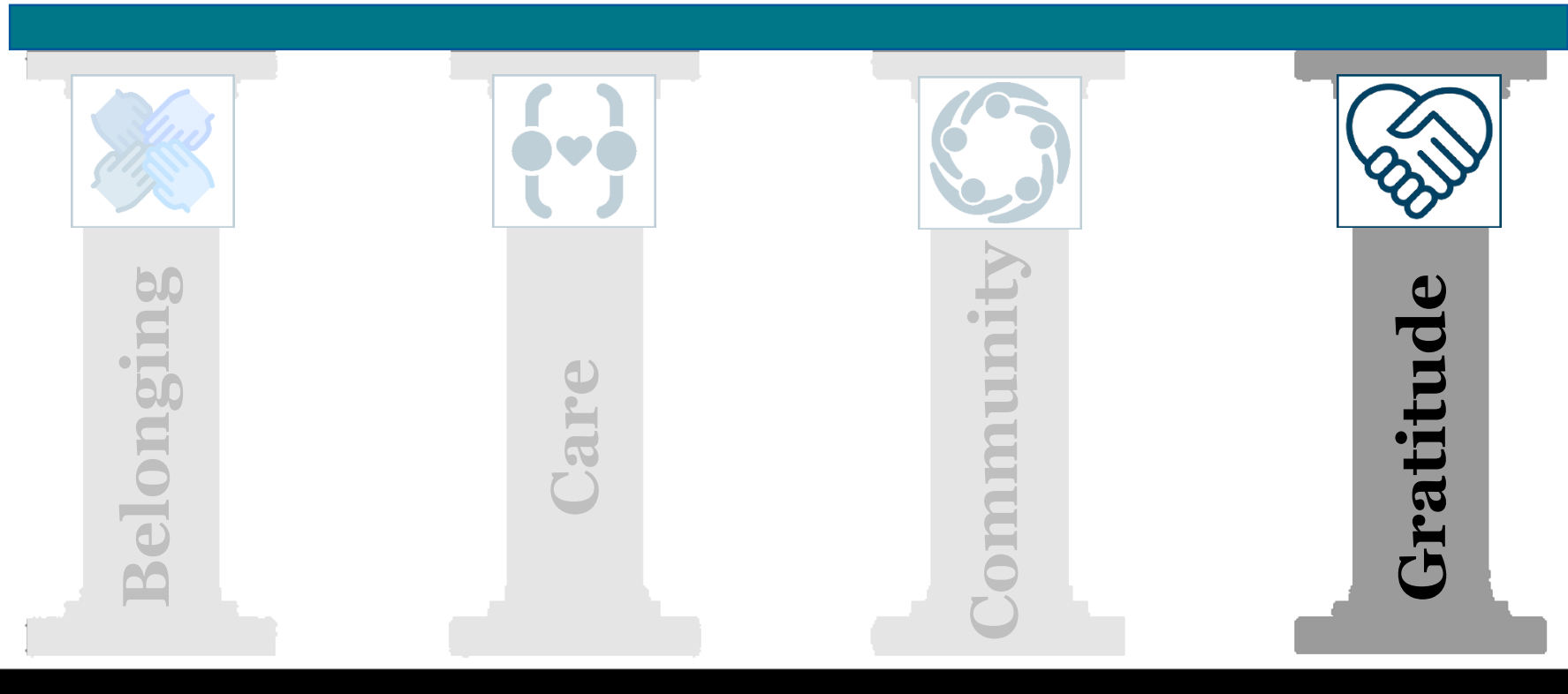




# EQUITY GOALS

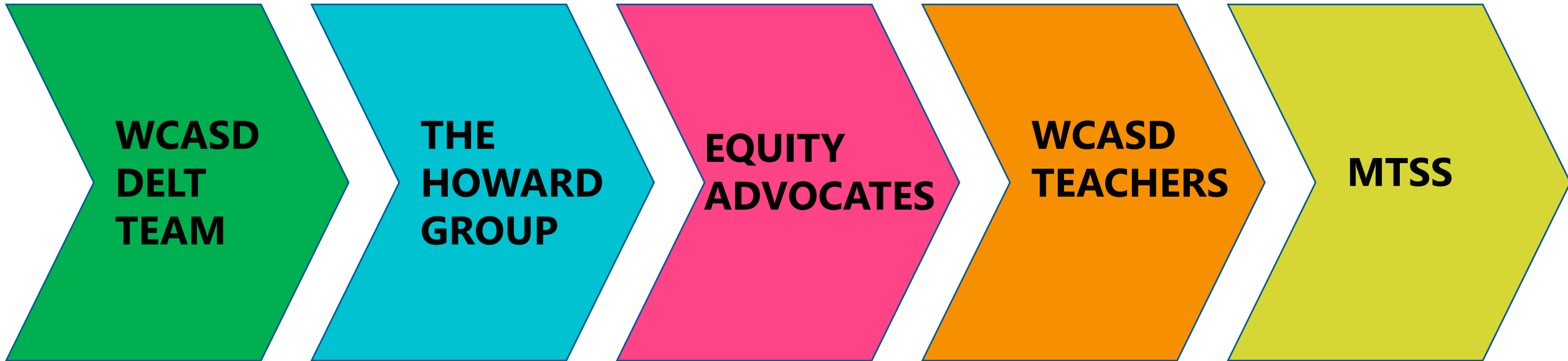
## GRATITUDE

a tool to engage students in reflecting on the people, resources, and experiences that champion their efforts and strengthen their resolve.

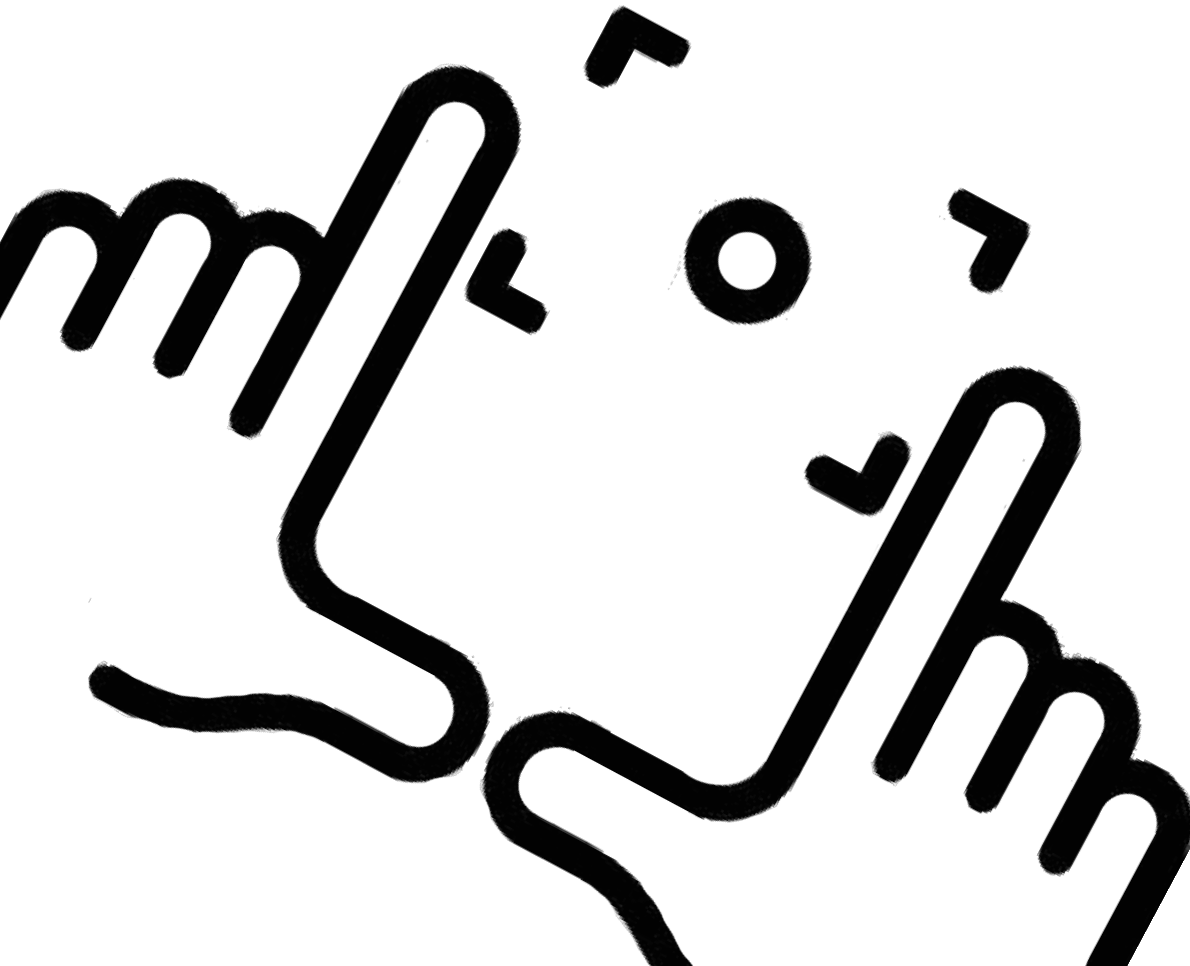




# SUPPORT FLOW CHART



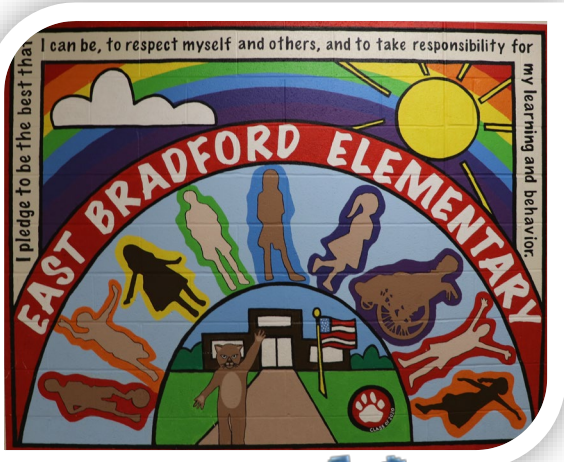
# KEY AREAS OF FOCUS



- **Context**
- **Existing State**
- **Problem/Root Cause**
- **Future State**
- **Implementation**
- **Results**
- **Follow-Up/Evaluate**

# WHERE DO WE GO FROM HERE ?

## Future State and Implementation





# MISSION STATEMENT

The mission of the West Chester Area School District is to educate and inspire our students to achieve their personal best.



# QUESTIONS





# WCASD Health and Safety Plan Review

## November 14, 2022

*Educating and inspiring our students  
to achieve their personal best.*



# Health and Safety Plan Review

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- **WCASD Health and Safety Plan last updated May 23, 2022**
- **American Rescue Plan requires plan reviews every six months**
- **Public review allows for community feedback and discussion**





# Recent Data and Transmission Levels



**The CDC and other health authorities have reported that recent COVID variants have been generally mild.**









**Since the summer of 2022, the CCHD discontinued weekly data reports.**



**Chester County has been consistently in the medium community level and per our school nurses, case counts in schools have trended downward compared this time last year.**

## Ongoing Recommendations

-  COVID Vaccinations and Boosters
-  Five Day Isolation
-  Hand Hygiene and Respiratory Etiquette
-  Symptomatic Testing
-  Masking Encouraged in High Community Level
-  Surface Cleaning to Reduce Germ Spread



# Looking Ahead: 2022-23 School Year

---

## **Concerns**

- **Possibility of Higher Flu Rates**
- **Winter Surge in COVID Cases**

## **Main Goal**

- **Maintain In-Person Instruction**
- **Keep students and staff safe**



# WCASD Health and Safety Plan

## HSP During the 2022-23 School Year:

- **Medium Transmission Rate**
- **Weekly case counts peaked at 90 for students in mid-September.**
- **Weekly case counts as of the end of October were 12.**
- **Masks remain optional.**
- **Following CDC and other health authority guidance.**



## West Chester Area School District Health and Safety Plan - May 23, 2022

### GENERAL UPDATES TO HEALTH AND SAFETY PLAN

- Starting Monday, May 23, 2022, the West Chester Area School District will be recommending, but not requiring, masks until further notice. Separately regulated federal or state programs may be subject to different or additional requirements.
- If necessary in the future, based upon consultation with the Chester County Health Department (CCHD) and in consideration of guidance or orders from health authorities, the West Chester Area School District, by and through the Superintendent, reserves the right and authority to implement any additional health and safety requirements should transmission levels within a specific program or building necessitate this mitigation effort.

### MODIFYING FACILITIES TO ALLOW FOR PHYSICAL DISTANCING (E.G., USE OF COHORTS/PODDING)

- School buildings and offices will allow for full occupancy with 3 feet or greater being the social distancing expectations, where practicable.
- We will consider the guidance from our local and state health departments and the Centers for Disease Control and Prevention (CDC) should conditions necessitate implementing greater social distance mitigation strategies.
- For cafeteria settings, we will maximize distancing to the greatest extent practicable if transmission levels increase and necessitate this practice.

### HANDWASHING AND RESPIRATORY ETIQUETTE

- Best practice encourages hand washing prior to and after meals and snacks, after using the bathroom, and after blowing nose, coughing or sneezing. Our schools will encourage our students and staff to follow these best practices.
- Our schools will have available hand sanitizer in classrooms, public areas, and other strategic locations.
- Our schools will post signs in buildings reminding students, staff, and visitors of proper respiratory etiquette.

### CLEANING AND MAINTAINING HEALTHY FACILITIES, INCLUDING IMPROVING VENTILATION

- There will be routine and daily cleaning of our school buildings with attention to high traffic and high touch areas.
- Our school buildings will ensure that ventilation systems operate properly.



# WCASD Health and Safety Plan

## HSP During the 2022-23 School Year:

- **Testing if signs of illness.**
- **Students that test positive for COVID continue to receive nurse exclusion for the isolation period.**
- **Rite Aid flu and COVID vaccinations provided to school staff and their families at four clinics. Over 200 flu and COVID vaccines given.**
- **CCHD vaccine clinic at Fugett MS on October 22. Over 350 COVID and flu vaccines were delivered.**



## West Chester Area School District Health and Safety Plan - May 23, 2022

### COLLABORATION AND COORDINATION WITH STATE AND LOCAL HEALTH DEPARTMENTS

- Our schools will report all confirmed cases of COVID-19 as may be required to the health department.
- We will support and implement public health guidance on isolation and quarantines.
- Additional consultation provided by CDC, Pennsylvania Department of Health (PA DOH), and CCHD will be considered throughout the implementation of this plan.
- We will consult with the health department on specific cases or issues as needed.
- The Superintendent may direct that health guidance or recommendations from federal, state and local health authorities be implemented to minimize the transmission of communicable diseases in district buildings and programs.

### DIAGNOSTIC AND SCREENING TESTING

- We will follow our Immunizations and Communicable Diseases Policy #203 for guidance on communicable diseases.
- We will maintain adequate personal protective equipment for use when individuals become ill.
- We will require staff to self-screen prior to reporting to work, programs, and schools and stay at home if experiencing any symptoms associated with COVID-19.
- Parents and guardians are required to self-screen their child prior to reporting to school or programs and keep their child home if experiencing any symptoms.
- Staff and students who are ill must stay home from work, programs, and schools.
- Staff and students shall be sent home if they become ill at work, school, program or service.
- Students and staff shall report immediately to their immediate supervisor/school nurse if they are COVID-19 positive. These individuals will be provided guidance whether to isolate or quarantine as per guidelines of the CDC or CCHD.

### EFFORTS TO PROVIDE VACCINATIONS TO SCHOOL COMMUNITIES

- Our schools will provide information to staff and families on vaccine clinics and/or how to get a COVID-19 vaccine.

### APPROPRIATE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES WITH RESPECT TO HEALTH AND SAFETY POLICIES

- Individual accommodations related to health and safety will be included in documents as deemed necessary by the IEP and 504 teams.



# WCASD Health and Safety Plan Review

November 14, 2022

*Questions?*



**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

To: Board of School Directors  
From: Sara M. Missett, Ed.D  
Kalia Reynolds, Ed.D  
Michael Wagman  
Cc: Robert Sokolowski, Ed.D  
Date: November 10, 2022  
Re: Consent Agenda Items for November 28, 2022 Board Approval

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Consent agenda items are action items that are routine, high consensus, or policies the board has 1<sup>st</sup> reading approved with no changes for the 2<sup>nd</sup> reading. These usually do not require discussion by the Board. If any Board member wishes to discuss any item below, please request that it be placed on the regular agenda as a non-consent item.

Unless we hear otherwise, the following will appear under the Education Committee as consent item(s) for the November 28, 2022 School Board agenda:

**Approval to establish the following Student Activity Account(s):**

- Henderson HS – Class of 2002 Book Scholarship
- Henderson HS – South Asian Student Association
- Henderson HS – Women in Business

**Approval to terminate the following Student Activity Account(s):**

- Henderson HS – F.B.L.A. Henderson

**Approval of the following Study/Excursion trip(s):**

- East High School Model UN Club – Washington, DC, 2/16-2/19/2023
- Henderson High School Model UN – Philadelphia, PA, 1/26-1/29/2023
- Rustin, Henderson, and East High Schools German Club – Berlin, Germany, 6/22-7/1/2023
- Rustin High School Marching Band – Oahu, Hawaii, 12/4-12/11/2022
- Rustin, Henderson, and East High Schools French – Quebec City, Canada, 6/26-6/30/2023
- Henderson High School Music Department – Boston, MA, 3/30-4/2/2023
- Rustin High School Girls Cross Country PIAA Championship – Hershey, PA, 11/4-11/5/2022

- Henderson High School Boys Cross Country PIAA Championship – Hershey, PA, 11/4-11/5/2022
- East High School Boys Cross Country PIAA Championship – Hershey, PA, 11/4-11/5/2022
- Henderson High School X-Caliber – Wilks, PA, 12/16-12/17/2022

**Approval of the following Revised Policies, 2<sup>nd</sup> Reading**

- Policy 913– Nonschool Organizations/Groups/Individuals
- Policy 913.2 – Dissemination by Nonschool Organizations, Groups or Individuals (formerly known as Distribution or Posting of Nonschool Organizations, Groups or Individuals)

If after reviewing this information you have any questions, please feel free to contact Kalia Reynolds: [kreynolds@wcasd.net](mailto:kreynolds@wcasd.net) or 484.266.1016.





WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 10/13/2022

Check appropriate box:

Student Activity Account (Fund 50)

Building: Henderson High School

Trust Account (Fund 51)

Name of Account: Class of 2002 Book Scholarship

State the purpose for which this account is intended:

The HHS Class of 2002 has collected money that they would like to use to establish a book scholarship for a 2023 HHS graduating Senior. The Class of 2002 waives the right to choose the recipient of the award. HHS administration retains the rights to distribute the funding.

List Source(s) of revenue:

Donations collected from members of the HHS Class of 2002.

List types of expenses to be incurred:

Book scholarship awarded in June of 2023 to a HHS graduating Senior.

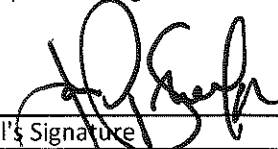
How long do you plan to keep this account active: one year

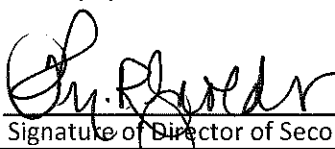
Student Officer's Signature

Student Officer's Name Printed

Faculty Sponsor's Signature

Faculty Sponsor's Name Printed

  
Principal's Signature

  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_  
Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:  
\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 10/6/2022

Check appropriate box:

Student Activity Account (Fund 50)

Building: HHS

Trust Account (Fund 51)

Name of Account: South Asian Student Association

State the purpose for which this account is intended:

Spread awareness at Henderson (& community) about S. Asian Students of Color.

List Source(s) of revenue:

various fundraisers

List types of expenses to be incurred:

supplies for various events

How long do you plan to keep this account active: \_\_\_\_\_

[Signature]  
Student Officer's Signature

Alteesha Butt  
Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

Geraldine L. Okolosi  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Secretary's Signature

\_\_\_\_\_  
Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 10/6/22

Check appropriate box:

Student Activity Account (Fund 50)

Building: HHS

Trust Account (Fund 51)

Name of Account: Women in Business

State the purpose for which this account is intended:

to develop students' leadership skills

List Source(s) of revenue:

Fundraising

List types of expenses to be incurred:

How long do you plan to keep this account active: 2 years

[Signature]  
Student Officer's Signature

Trisha Prasanna  
Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

Rence Vanderjant  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_  
Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Secretary's Signature

\_\_\_\_\_  
Date



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO TERMINATE ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Check appropriate box:

Date: 10/25/22  Student Activity Account (Fund 50)

Building: Henderson  Trust Account (Fund 51)

Account Number: 022221

Name of Account: F.B.L.A. Henderson

Ending Account Balance: 1011.16

Disposition of Remaining Funds: \$400.00 to DECA Henderson (018221)

\$305.58 to Best Buddies Henderson (005221)

\$305.58 to Henderson ESPORTS (Account not yet established, delay the board on 10/25)

graduated  
Student Officer's Signature \_\_\_\_\_ Student Officer's Name Printed \_\_\_\_\_

Jamie Wagner  
Faculty Advisor's Signature \_\_\_\_\_ Faculty Advisor's Name Printed \_\_\_\_\_

[Signature]  
Principal's Signature \_\_\_\_\_ Signature of Director of Secondary Education \_\_\_\_\_

BOARD OF EDUCATION ACTION

This request was  APPROVED  
 DISAPPROVED

by the Board of Education at their meeting held on: \_\_\_\_\_ Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Secretary's Signature \_\_\_\_\_ Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015

REVISED: October 13, 2022

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

|  |            |   |               |  |                         |  |
|--|------------|---|---------------|--|-------------------------|--|
| <input checked="" type="checkbox"/> <b>New Trip Request</b> <input type="checkbox"/> <b>Trip Revision Request</b> <input type="checkbox"/> <b>Trip Cancellation Request</b>  |            |   |               |  |                         |  |
| School: <u>East High School</u>  |            | Grade/Subject/Club: <u>WC East Model UN Club</u>                                |               |  |                         |  |
| Teacher(s) in Charge: <u>Lauren Payton</u>   |            |   |               |  |                         |  |
| Destination: <u>North American Invitational Model United Nations (NAIMUN) - Washington Hilton 1919 Connecticut Avenue</u>  |            |   |               |  |                         |  |
| Trip Day(s)/Date(s): <u>February 16th - February 19th, 2023</u>  |            | Competition <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |               |  |                         |  |
| ~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country Name Tour Company: _____                 |            |   |               |  |                         |  |
| Special Instructions (rain date, etc.): <u>Student's bags will be checked before we leave EHS for our overnight trip</u>   |            |   |               |  |                         |  |
| How is it related to curriculum: <u>The NAIMUN conference is designed for the student to practice leadership, research and networking skills.</u>  |            |   |               |  |                         |  |
| Objectives of the proposed trip: <u>Students learn how to network and problem solving that is required for a future in politics. Also, students have the option to take college tours in Washington, DC</u>                                    |            |   |               |  |                         |  |
| Number of Pupils: <u>30</u>  |            | Total Passengers: <u>32</u>   |               | Per Pupil Cost: <u>434.17</u>                                      |                         |  |
| Adult Chaperone to Student Ratio: <u>1 / 16</u>  |            | % of Eligible Students Going: <u>100.00%</u>                                    |               |  |                         |  |
| Names of Teacher/Staff Chaperones: <u>Lauren Payton</u>  |            |   |               |  |                         |  |
| ~ Other Adult Chaperones: _____  |            |   |               |  |                         |  |
| Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (refer to 121AG6)  |            |   |               |  |                         |  |
| <b>Estimated Cost</b>  |            |   |               |  |                         |  |
|  | # Staff    | # Days  | Cost/Day      | Total Cost   | %                       | Budget Code/Account/Project                  |
| Substitute(s) Needed:  | <u>2</u>   | <u>2</u>  | <u>202.13</u> | <u>808.52</u>  | <u>100%</u>             | <u>1-1110-000-20-40-222 315</u>              |
| Agency Nurses Needed:  |            |   | <u>0.00</u>   | <u>0.00</u>  |                         |  |
| Name of Staff Member Driving Students: _____   |            |   |               |  |                         |  |
| Mileage/Tolls: (if applicable) _____   |            |   |               |  |                         |  |
| Hotel/Food/Airfare: (if applicable)  |            |   |               | <u>9,245.93</u>  |                         | <u>50-000-222 017-222</u>                    |
| Registration/Entrance Fee: (if applicable)   |            |   |               | <u>2,995.00</u>  |                         | <u>50-000-222 017-222</u>                    |
| Other Costs:   |            |   |               | <u>350.00</u>  |                         | <u>50-000-222 017-222</u>                    |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach |            |   |               |  |                         |  |
|  | # Vehicles | # Days  | Cost/Vehicle  | Total Cost   | %                       | Budget Code/Account/Project                  |
| Buses/Rentals/Coaches  |            |   |               | <u>0.00</u>  |                         |  |
| ~ Rental Company/Carrier: <u>Amtrak</u>  |            |   |               |  |                         |  |
| Students Leaving From: <u>Wilmington Amtrak Train Station</u>  |            | at <u>9:00</u>  |               | <input checked="" type="checkbox"/> am <input type="checkbox"/> pm |                         |  |
| Students Returning To: <u>Wilmington Amtrak Train Station</u>  |            | at <u>4:00</u>  |               | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |                         |  |
| ~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm   |            |   |               |  |                         |  |
| Pick up at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm   |            |   |               |  |                         |  |
| What are the planned activities to assist students who require financial assistance: _____   |            |   |               |  |                         |  |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____  |            |   |               |  |                         |  |
| Total Cost of Trip: \$ <u>13,833.62</u>  |            | Pupil Cost: \$ <u>13,025.10</u>   |               | Other Funded: _____  |                         | Total Cost to the District: \$ <u>808.52</u> |
| Requested By: <u>Lauren Payton</u>   |            | Signature: <u>[Signature]</u>   |               |  | Date: <u>10/26/2022</u> |  |
| <b>Approval</b>  |            |   |               |  |                         |  |
| Principal  |            | Approved <u>[Signature]</u>   |               | Date: <u>10/31/22</u>  |                         |  |
| Supervisor   |            | Approved _____  |               | Date: _____  |                         |  |
| Director of: <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services  |            | Approved _____  |               | Date: _____  |                         |  |
| Transportation: _____  |            | Approved _____  |               | Date: _____  |                         |  |
| Schedule Dates: _____  |            | Contractor: _____   |               |  |                         |  |

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015

REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

|   |            |  |   |  |  |  |
|---|------------|--|---|--|--|--|
| Proposal <input checked="" type="checkbox"/> New Trip Request <input type="checkbox"/> Trip Revision Request <input type="checkbox"/> Trip Cancellation Request   |            |  |   |  |  |  |
| School: <u>Henderson High School</u>  |            |  | Grade/Subject/Club: <u>Model UN</u>   |  |  |  |
| Teacher(s) in Charge: <u>Ms. Purnell-Bratcher, Mr. Stephen Norris</u>   |            |  |   |  |  |  |
| Destination: <u>Philadelphia Marriott Downtown Hotel, 1200 Filbert St, Philadelphia, PA 19107</u>   |            |  |   |  |  |  |
| Trip Day(s)/Date(s): <u>Thursday, January 26, 2023, Friday, January 27th, 2023, Saturday, January 28, 2023, Sunday January 29, 2023</u>   |            |  | Competition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |  |  |
| ~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country  |            |  | Name Tour Company: _____  |  |  |  |
| Special Instructions (rain date, etc.): <u>None</u>   |            |  |   |  |  |  |
| How is it related to curriculum: <u>Supports public speaking, current event awareness, and argumentative essay development skills</u>   |            |  |   |  |  |  |
| Objectives of the proposed trip: <u>To compete in Model UN competition, support students in educational development regarding the social studies and English curriculums</u>  |            |  |   |  |  |  |
| Number of Pupils: <u>32</u>   |            | Total Passengers: <u>34</u>                  |   | Per Pupil Cost: <del>379.67</del> <u>359.16</u>                    |  |  |
| Adult Chaperone to Student Ratio: <u>2 / 32</u>   |            | % of Eligible Students Going: <u>100.00%</u> |   |  |  |  |
| Names of Teacher/Staff Chaperones: <u>Taryn Purnell-Bratcher, Stephen Norris</u>  |            |  |   |  |  |  |
| ~ Other Adult Chaperones: _____   |            |  |   |  |  |  |
| Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (refer to 121AG6)  |            |  |   |  |  |  |
| <b>Estimated Cost</b>   |            |  |   |  |  |  |
|   | # Staff    | # Days                                       | Cost/Day  | Total Cost   | %  | Budget Code/Account/Project                                |
| Substitute(s) Needed:   | <u>2</u>   | <u>2</u>                                     | <u>159.31</u>   | <u>637.24</u>  | <u>100</u>   | <del>50-000-221-017-221</del> <u>1-1110-000-70-40</u> (KL) |
| Agency Nurses Needed:   |            |  | <u>0.00</u>   | <u>0.00</u>  |  | <u>221 315</u>   |
| Name of Staff Member Driving Students: _____  |            |  |   |  |  |  |
| Mileage/Tolls: (if applicable)  |            |  |   | <u>0.00</u>  |  |  |
| Hotel/Food/Airfare: (if applicable)   |            |  |   | <u>7,000.00</u>  |  | <u>50-000-221-017-221</u>                                  |
| Registration/Entrance Fee: (if applicable)  |            |  |   | <u>3,990.00</u>  |  | <u>50-000-221-017-221</u>                                  |
| Other Costs:  |            |  |   | <u>0.00</u>  |  |  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation<br><input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach |            |  |   |  |  |  |
|   | # Vehicles | # Days                                       | Cost/Vehicle  | Total Cost   | %  | Budget Code/Account/Project                                |
| Buses/Rentals/Coaches   | <u>1</u>   | <u>2</u>                                     | <u>251.50</u>   | <u>503.00</u>  |  | <u>50-000-221-017-221</u>                                  |
| ~ Rental Company/Carrier: <u>Krapf Bus</u>  |            |  |   |  |  |  |
| Students Leaving From: <u>Henderson High School Main Entrance</u>   |            | at <u>12:00 PM</u>                           |   | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |  |  |
| Students Returning To: <u>Henderson High School Main Entrance</u>   |            | at <u>3:00 PM</u>                            |   | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |  |  |
| ~ Request Drop off/Pick up (only if using Krapf): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |            |  |   |  |  |  |
| Drop at: <u>Philadelphia Marriott Hotel Entrance, 1200 Filbert St, Philadelphia, PA 19107</u>   |            |  | at <u>1:00</u>  |  | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |  |
| Pick up at: <u>Philadelphia Marriott Hotel Entrance, 1200 Filbert St, Philadelphia, PA 19107</u>  |            |  | at <u>2:00</u>  |  | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |  |
| What are the planned activities to assist students who require financial assistance:  |            |  |   |  |  |  |
| <u>Bake Sales and Local Restaurant Night</u>  |            |  |   |  |  |  |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions)   |            |  |   |  |  |  |
| <u>None</u>   |            |  |   |  |  |  |
| <del>11,493.00</del> <u>11,493.00</u> (KL)  |            |  |   |  |  |  |
| Total Cost of Trip: \$ <u>12,130.24</u>   |            | Pupil Cost: \$ <u>12,130.24</u>              |   | Other Funded: \$ <u>-</u>  |  | Total Cost to the District: \$ <u>637.24</u>               |
| Requested By: <u>Taryn Purnell-Bratcher</u>   |            | Signature: <u>Taryn Purnell-Bratcher</u>     |   | Date: <u>10/25/22</u>  |  |  |
| <b>Approval</b>   |            |  |   |  |  |  |
| Principal   |            | Approved: <u>[Signature]</u>                 |   | Date: <u>10/26/22</u>  |  |  |
| Supervisor  |            | Approved: <u>[Signature]</u>                 |   | Date: _____  |  |  |
| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services  |            | Approved: <u>[Signature]</u>                 |   | Date: <u>10/31/22</u>  |  |  |
| Transportation:   |            | _____  |   | Date: _____  |  |  |
| Schedule Dates: _____   |            | Contractor: _____                            |   |  |  |  |

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

|  |            |  |   |                                 |  |                             |
|--|------------|--|---|---------------------------------|--|-----------------------------|
| <b>Proposal</b> <input checked="" type="checkbox"/> <b>New Trip Request</b> <input type="checkbox"/> <b>Trip Revision Request</b> <input type="checkbox"/> <b>Trip Cancellation Request</b>  |            |  |   |                                 |  |                             |
| School: <u>RHS, HHS, EHS</u>   |            |  | Grade/Subject/Club: <u>9/10/11: German/History</u>                              |                                 |  |                             |
| Teacher(s) in Charge: <u>Matthew Taglang &amp; Mark Winfield</u>   |            |  |   |                                 |  |                             |
| Destination: <u>Berlin, Germany</u>  |            |  |   |                                 |  |                             |
| Trip Day(s)/Date(s): <u>June 22, 2023 - July 1, 2023</u>   |            |  | Competition <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                                 |  |                             |
| ~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input type="checkbox"/> Out of State <input checked="" type="checkbox"/> Out of Country                               |            |  | Name Tour Company: <u>Explorica</u>   |                                 |  |                             |
| Special Instructions (rain date, etc.): _____  |            |  |   |                                 |  |                             |
| How is it related to curriculum: <u>For the German students it will give them the opportunity to use German. For Social Studies, we will be visiting sites related to the Cold War.</u>  |            |  |   |                                 |  |                             |
| Objectives of the proposed trip: <u>To gain an appreciation for the German language and culture as well as an appreciation of the impact the United States had upon Germany in the Cold War era.</u>   |            |  |   |                                 |  |                             |
| Number of Pupils: <u>15</u>  |            | Total Passengers: <u>17</u>                  |   | Per Pupil Cost: <u>4,082.00</u> |  |                             |
| Adult Chaperone to Student Ratio: <u>1 / 7</u>   |            | % of Eligible Students Going: <u>100.00%</u> |   |                                 |  |                             |
| Names of Teacher/Staff Chaperones: <u>Matt Taglang, Mark Winfield</u>  |            |  |   |                                 |  |                             |
| ~ Other Adult Chaperones: _____  |            |  |   |                                 |  |                             |
| Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (refer to 121AG6)   |            |  |   |                                 |  |                             |
| <b>Estimated Cost</b>  |            |  |   |                                 |  |                             |
|  | # Staff    | # Days                                       | Cost/Day  | Total Cost                      | %  | Budget Code/Account/Project |
| Substitute(s) Needed:  | <u>0</u>   | <u>0</u>                                     | <u>159.31</u>   | <u>0.00</u>                     | _____  | _____                       |
| Agency Nurses Needed:  | _____      | _____  | <u>0.00</u>   | <u>0.00</u>                     | _____  | _____                       |
| Name of Staff Member Driving Students: _____   |            |  |   |                                 |  |                             |
| Mileage/Tolls:    (if applicable)    _____   |            |  |   |                                 |  |                             |
| Hotel/Food/Airfare:    (if applicable)    _____  |            |  |   |                                 |  |                             |
| Registration/Entrance Fee:    (if applicable)    _____   |            |  |   |                                 |  |                             |
| Other Costs:    _____  |            |  |   |                                 |  |                             |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach |            |  |   |                                 |  |                             |
|  | # Vehicles | # Days                                       | Cost/Vehicle  | Total Cost                      | %  | Budget Code/Account/Project |
| Buses/Rentals/Coaches  | _____      | _____  | _____   | <u>0.00</u>                     | _____  | _____                       |
| ~ Rental Company/Carrier: _____  |            |  |   |                                 |  |                             |
| Students Leaving From: _____   |            |  | at _____  |                                 | <input type="checkbox"/> am <input type="checkbox"/> pm          |                             |
| Students Returning To: _____   |            |  | at _____  |                                 | <input type="checkbox"/> am <input type="checkbox"/> pm          |                             |
| ~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No   |            |  | Drop at: _____  |                                 | at _____ <input type="checkbox"/> am <input type="checkbox"/> pm |                             |
|  |            |  | Pick up at: _____   |                                 | at _____ <input type="checkbox"/> am <input type="checkbox"/> pm |                             |
| What are the planned activities to assist students who require financial assistance:<br>Fundraisers _____  |            |  |   |                                 |  |                             |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____  |            |  |   |                                 |  |                             |
| Total Cost of Trip:    \$ <u>61,230.00</u> Pupil Cost:    \$ <u>4,082.00</u> Other Funded:    \$ <u>-</u> Total Cost to the District:    \$ <u>-</u>   |            |  |   |                                 |  |                             |
| Requested By: <u>Matthew Taglang, Mark Winfield</u>  |            |  | Signature: <u><i>Matthew Taglang</i></u>  |                                 | Date: <u>9/14/22</u>   |                             |
| <b>Approval</b>  |            |  |   |                                 |  |                             |
| Principal _____  |            |  | Approved: <u><i>ML</i></u>  |                                 | Date: <u>9/14/22</u>   |                             |
| Supervisor _____   |            |  | Approved: _____   |                                 | Date: _____  |                             |
| Director of: <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services  |            |  | Approved: _____   |                                 | Date: _____  |                             |
| Transportation: _____  |            |  | Contractor: _____   |                                 | Date: _____  |                             |
| Schedule Dates: _____  |            |  |   |                                 |  |                             |

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

|  |            |  |   |                                 |                         |                             |
|--|------------|--|---|---------------------------------|-------------------------|-----------------------------|
| <input type="checkbox"/> New Trip Request <input checked="" type="checkbox"/> Trip Revision Request <input type="checkbox"/> Trip Cancellation Request   |            |  |   |                                 |                         |                             |
| School: <u>Rustin High School</u>  |            |  | Grade/Subject/Club: <u>Rustin Marching Band</u> |                                 |                         |                             |
| Teacher(s) in Charge: <u>M. Shoremount</u>   |            |  |   |                                 |                         |                             |
| Destination: <u>Oahu, Hawaii</u>   |            |  |   |                                 |                         |                             |
| Trip Day(s)/Date(s): <u>Sunday 12/4/2022 - Sunday 12/11/2022 (Flight returning on 12/11/22)</u> Competition <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |            |  |   |                                 |                         |                             |
| ~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input checked="" type="checkbox"/> Out of State <input type="checkbox"/> Out of Country    Name Tour Company: _____   |            |  |   |                                 |                         |                             |
| Special Instructions (rain date, etc.): _____  |            |  |   |                                 |                         |                             |
| How is it related to curriculum: <u>The Students will perform in the 81st Anniversary Pearl Harbor Memorial Parade on 12/7/22, and in the American Musical Salute tribute performance at the USS Missouri Memorial on either 12/6 or 12/8.</u> |            |  |   |                                 |                         |                             |
| Objectives of the proposed trip: <u>The students will perform their personal best as the sole representative from Pennsylvania and representing the USS Pennsylvania.</u>  |            |  |   |                                 |                         |                             |
| Number of Pupils: <u>50</u>  |            | Total Passengers: <u>60</u>                  |   | Per Pupil Cost: <u>2,716.32</u> |                         |                             |
| Adult Chaperone to Student Ratio: <u>1 / 5</u>   |            | % of Eligible Students Going: <u>100.00%</u> |   |                                 |                         |                             |
| Names of Teacher/Staff Chaperones: <u>M. Shoremount, K Risch, M. Elder, J. Muliawan, R. Ragsdale, E. Castinieras, S. Migias</u>  |            |  |   |                                 |                         |                             |
| ~ Other Adult Chaperones: <u>3 Parent Chaperones.</u>  |            |  |   |                                 |                         |                             |
| Nurses required on this trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (refer to 121AG6)   |            |  |   |                                 |                         |                             |
| <b>Estimated Cost</b>  |            |  |   |                                 |                         |                             |
|  | # Staff    | # Days                                       | Cost/Day  | Total Cost                      | %                       | Budget Code/Account/Project |
| Substitute(s) Needed:  | <u>2</u>   | <u>5</u>                                     | <u>159.31</u>                                   | <u>1,593.10</u>                 |                         | <u>Rustin Band Boosters</u> |
| Agency Nurses Needed:  | <u>0</u>   |  | <u>0.00</u>                                     | <u>0.00</u>                     |                         |                             |
| Name of Staff Member Driving Students: _____   |            |  |   |                                 |                         |                             |
| Mileage/Tolls: (if applicable) _____   |            |  |   |                                 |                         |                             |
| Hotel/Food/Airfare: (if applicable)  |            |  |   | <u>174,968.00</u>               |                         | <u>Rustin Band Boosters</u> |
| Registration/Entrance Fee: (if applicable) _____   |            |  |   |                                 |                         |                             |
| Other Costs: _____   |            |  |   |                                 |                         |                             |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation  |            |  |   |                                 |                         |                             |
| <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input checked="" type="checkbox"/> Coach   |            |  |   |                                 |                         |                             |
|  | # Vehicles | # Days                                       | Cost/Vehicle                                    | Total Cost                      | %                       | Budget Code/Account/Project |
| Buses/Rentals/Coaches  |            |  |   | <u>0.00</u>                     |                         |                             |
| ~ Rental Company/Carrier: <u>DuVall's Coaches</u>  |            |  |   |                                 |                         |                             |
| Students Leaving From: <u>Rustin HS Auditorium</u> at <u>TBD (Dependent on Flight)</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm  |            |  |   |                                 |                         |                             |
| Students Returning To: <u>Rustin HS Auditorium</u> at <u>TBD (Dependent on Flight)</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm  |            |  |   |                                 |                         |                             |
| ~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm   |            |  |   |                                 |                         |                             |
| Pick up at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm   |            |  |   |                                 |                         |                             |
| What are the planned activities to assist students who require financial assistance:   |            |  |   |                                 |                         |                             |
| <u>Students will fundraise through various means. Students with financial need will be offered partial to full scholarship by the Rustin Band Boosters.</u>  |            |  |   |                                 |                         |                             |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions)  |            |  |   |                                 |                         |                             |
| Total Cost of Trip:    \$ <u>176,561.10</u> Pupil Cost:    \$ <u>176,561.10</u> Other Funded:    \$ <u>-</u> Total Cost to the District:    \$ <u>-</u>  |            |  |   |                                 |                         |                             |
| Requested By: <u>M. Shoremount</u>   |            | Signature: <u><i>M. Shoremount</i></u>       |   |                                 | Date: <u>10/12/2022</u> |                             |
| <b>Approval</b>  |            |  |   |                                 |                         |                             |
| Principal  |            |  | Approved <u><i>[Signature]</i></u>              |                                 | Date: <u>10/12/22</u>   |                             |
| Supervisor   |            |  | Approved <u><i>[Signature]</i></u>              |                                 | Date: <u>10/14/22</u>   |                             |
| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services   |            |  | Approved <u><i>[Signature]</i></u>              |                                 | Date: <u>10/18/22</u>   |                             |
| Transportation: _____  |            |  | Contractor: _____                               |                                 | Date: _____             |                             |
| Schedule Dates: _____  |            |  | Additional Costs: _____                         |                                 |                         |                             |
| Krapf Costs: _____   |            |  |   |                                 |                         |                             |



# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015

REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

|  |   |   |   |  |            |                                  |
|--|---|---|---|--|------------|----------------------------------|
| <b>Proposal</b>  | <input checked="" type="checkbox"/> <b>New Trip Request</b>                           | <input type="checkbox"/> <b>Trip Revision Request</b>                   | <input type="checkbox"/> <b>Trip Cancellation Request</b>                         |  |            |                                  |
| School   | West Chester East, Rustin and Henderson   |   | Grade/Subject/Club: French rising 9-12  |  |            |                                  |
| Teacher(s) in Charge:  | Margaret Page and Melody DeLaCruz   |   |   |  |            |                                  |
| Destination:   | Quebec City CA  |   |   |  |            |                                  |
| Trip Day(s)/Date(s):   | June 26-June 30, 2023 <i>Year is needed</i>   |   | Competition <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |            |                                  |
| ~ Overnight Trip:  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                   | <input type="checkbox"/> In State <input type="checkbox"/> Out of State | <input checked="" type="checkbox"/> Out of Country Name Tour Company: Jump Street |  |            |                                  |
| Special Instructions (rain date, etc.):  |   |   |   |  |            |                                  |
| How is it related to curriculum: Students will practice their French language skills and learn the culture   |   |   |   |  |            |                                  |
| Objectives of the proposed trip: Students will learn the practices, perspectives and language of a Francophone Culture   |   |   |   |  |            |                                  |
| Number of Pupils:  | 20-40   | Total Passengers:   | up to 40  |  |            |                                  |
| Adult Chaperone to Student Ratio:  | 1 / 10  | Per Pupil Cost: \$  | 1100-1500   |  |            |                                  |
| Names of Teacher/Staff Chaperones:   | Margaret Page Melody DeLaCruz   |   |   |  |            |                                  |
| ~ Other Adult Chaperones:  | TBD upon numbers who enroll   |   |   |  |            |                                  |
| Nurses required on this trip:  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (refer to 121AG6) |   |   |  |            |                                  |
| <b>Estimated Cost</b>  |   |   |   |  |            |                                  |
|  | # Staff   | # Days  | Cost/Day  | Total Cost   | %          | Budget Code/Account/Project      |
| Substitute(s) Needed:  |   |   | 159.31  | 0.00   |            | N/A                              |
| Agency Nurses Needed:  |   |   | 0.00  | 0.00   |            | N/A                              |
| Name of Staff Member Driving Students:   |   |   |   |  |            |                                  |
| Mileage/Tolls: (if applicable)   |   |   |   |  |            |                                  |
| Hotel/Food/Airfare: (if applicable)  |   |   |   |  |            |                                  |
| Registration/Entrance Fee: (if applicable)   |   |   |   |  |            |                                  |
| Other Costs:   |   |   |   |  |            |                                  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach |   |   |   |  |            |                                  |
|  | # Vehicles  | # Days  | Cost/Vehicle  | Total Cost   | %          | Budget Code/Account/Project      |
| Buses/Rentals/Coaches  |   |   |   | 0.00   |            | N/A                              |
| ~ Rental Company/Carrier:  |   |   |   |  |            |                                  |
| Students Leaving From:   | West Chester East High School   | at  | TBD   | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |            |                                  |
| Students Returning To:   | West Chester East High School   | at  | 9pm   | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |            |                                  |
| ~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm   |   |   |   |  |            |                                  |
| Pick up at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm   |   |   |   |  |            |                                  |
| What are the planned activities to assist students who require financial assistance:   |   |   |   |  |            |                                  |
| Fundraiser such as bake sale   |   |   |   |  |            |                                  |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions)  |   |   |   |  |            |                                  |
| Total Cost of Trip:  | 1100-1500   | Pupil Cost:   | 1100-1500   | Other Funded: \$   | -          | Total Cost to the District: \$ - |
| Requested By:  | Margaret Page   | Signature:  | Margaret Page   | Date:  | 09/27/2022 |                                  |
| <b>Approval</b>  |   |   |   |  |            |                                  |
| Principal  | Approved  |   | <i>[Signature]</i>  |  | Date:      | 9-30-22                          |
| Supervisor   | Approved  |   | <i>[Signature]</i>  |  | Date:      | 10/6/22                          |
| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services   | Approved  |   | <i>[Signature]</i>  |  | Date:      | 10/11/22                         |
| Transportation:  |   |   |   |  | Date:      |                                  |
| Schedule Dates:  |   |   | Contractor:   |  |            |                                  |

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

| <input checked="" type="checkbox"/> <b>Proposal</b> <input checked="" type="checkbox"/> <b>New Trip Request</b> <input type="checkbox"/> <b>Trip Revision Request</b> <input type="checkbox"/> <b>Trip Cancellation Request</b> |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
|---|---|----------|---------------|---------------|--------------|-----------------------------|---|-----------------------------|-----------------------|----------|----------|---------------|---------------|-------------|--|-----------------------|--|--|-------------|-------------|--|--|
| School: <u>Henderson High School</u>  | Grade/Subject/Club: <u>Music Department</u>   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Teacher(s) in Charge: <u>Jonathan Kreamer, Katrina Kelly, Kendra Woywod</u>   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Destination: <u>Boston, MA</u>  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Trip Day(s)/Date(s): <u>March 30, 2023-April 2, 2023</u>  | Competition: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| ~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input checked="" type="checkbox"/> Out of State <input type="checkbox"/> Out of Country                | Name Tour Company: <u>Educational Travel Consultants</u>  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Special Instructions (rain date, etc.): _____   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| How is it related to curriculum: <u>Performing while on tour allows students to bond together while making music, state standard of music.</u>  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Objectives of the proposed trip: <u>Performing while on tour - visitng USA historic sites, walking tours, witch trials.</u>   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| <u>Performing for others that have never heard us before, being an ambassador for HHS and WCASD.</u>  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Number of Pupils: <u>120</u>  | Total Passengers: <u>130</u>  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Adult Chaperone to Student Ratio: <u>10 / 12</u>  | Per Pupil Cost: <u>799.00</u>   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| % of Eligible Students Going: <u>100.00%</u>  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Names of Teacher/Staff Chaperones: <u>Jonathan Kreamer, Kendra Woywod, Katrina Kelly</u>  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| ~ Other Adult Chaperones: <u>selected parent chaperones</u>   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (refer to 121AG6)   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| <b>Estimated Cost</b>   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
|   | <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th># Staff</th> <th># Days</th> <th>Cost/Day</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td>Substitute(s) Needed:</td> <td><u>2</u></td> <td><u>2</u></td> <td><u>159.31</u></td> <td><u>637.24</u></td> <td><u>100%</u></td> <td></td> </tr> <tr> <td>Agency Nurses Needed:</td> <td></td> <td></td> <td><u>0.00</u></td> <td><u>0.00</u></td> <td></td> <td></td> </tr> </tbody> </table> |          | # Staff       | # Days        | Cost/Day     | Total Cost                  | % | Budget Code/Account/Project | Substitute(s) Needed: | <u>2</u> | <u>2</u> | <u>159.31</u> | <u>637.24</u> | <u>100%</u> |  | Agency Nurses Needed: |  |  | <u>0.00</u> | <u>0.00</u> |  |  |
|   | # Staff   | # Days   | Cost/Day      | Total Cost    | %            | Budget Code/Account/Project |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Substitute(s) Needed:   | <u>2</u>  | <u>2</u> | <u>159.31</u> | <u>637.24</u> | <u>100%</u>  |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Agency Nurses Needed:   |   |          | <u>0.00</u>   | <u>0.00</u>   |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Name of Staff Member Driving Students: _____  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Mileage/Tolls: (if applicable) _____  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Hotel/Food/Airfare: (if applicable) _____   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Registration/Entrance Fee: (if applicable) _____  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Other Costs: _____  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
|   | <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th># Vehicles</th> <th># Days</th> <th>Cost/Vehicle</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td>Buses/Rentals/Coaches</td> <td><u>0</u></td> <td></td> <td></td> <td><u>0.00</u></td> <td></td> <td></td> </tr> </tbody> </table>  |          | # Vehicles    | # Days        | Cost/Vehicle | Total Cost                  | % | Budget Code/Account/Project | Buses/Rentals/Coaches | <u>0</u> |          |               | <u>0.00</u>   |             |  |                       |  |  |             |             |  |  |
|   | # Vehicles  | # Days   | Cost/Vehicle  | Total Cost    | %            | Budget Code/Account/Project |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Buses/Rentals/Coaches   | <u>0</u>  |          |               | <u>0.00</u>   |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| ~ Rental Company/Carrier: _____   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Students Leaving From: _____  | at _____ <input type="checkbox"/> am <input type="checkbox"/> pm  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Students Returning To: _____  | at _____ <input type="checkbox"/> am <input type="checkbox"/> pm  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| ~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Drop at: _____  | at _____ <input type="checkbox"/> am <input type="checkbox"/> pm  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Pick up at: _____   | at _____ <input type="checkbox"/> am <input type="checkbox"/> pm  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| What are the planned activities to assist students who require financial assistance:  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| <u>The Music Department will identify these students are work on fundraising with them. We have donations from other parents that can be used.</u>  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions)   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Total Cost of Trip: \$ <u>95,880.00</u> Pupil Cost: \$ <u>95,242.76</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>637.24</u>  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Requested By: <u>Jonathan K. Kreamer</u>  | Signature: <u>[Signature]</u> Date: <u>11/3/22</u>  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| <b>Approval</b>   |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Principal   | Approved <u>[Signature]</u> Date: <u>11/3/22</u>  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Supervisor  | Approved <u>[Signature]</u> Date: _____   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Director of: <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services   | Approved _____ Date: _____  |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Transportation:   | Date: _____   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Schedule Dates: _____   | Contractor: _____   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| Krapf Costs: _____  | Additional Costs: _____   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |
| <u>Spellman Office Only:</u> Overnight Trip will appear on the _____ Board Consent Agenda.  |   |          |               |               |              |                             |   |                             |                       |          |          |               |               |             |  |                       |  |  |             |             |  |  |



# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED: August 19, 2019

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

|  |  |  |  |
|--|--|--|--|
| <b>PROPOSAL</b>  | <input checked="" type="checkbox"/> New Trip Request | <input type="checkbox"/> Trip Revision Request   | <input type="checkbox"/> Trip Cancellation |
| School: <u>West Chester Henderson</u>  | Sport: <u>PIAA Boys PIAA XC Championship</u>         |  |  |
| Coach(s) in charge: <u>Kevin Kelly,</u>  | In Season: <input type="checkbox"/>                  | Post Season: <input checked="" type="checkbox"/> |  |
| Destination: <u>Hershey Pa</u>   |  |  |  |
| Trip Day(s)/Date(s): <u>11/4/2022 and 11/5/2022</u>  |  |  |  |
| Number of Students: <u>3</u> Total Passengers: <u>6</u> % of Eligible Students going: <u>100%</u>                  |  |  |  |
| Adult Chaperone to Student ratio: <u>3</u> / <u>1</u>  |  |  |  |
| Names of Coach/Staff Chaperones: <u>Kevin Kelly, Bryan Johnson</u>   |  |  |  |
| - Other Adult Chaperones: _____  |  |  |  |
| Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6) |  |  |  |

| ESTIMATED COST   | Number                  | Cost  | Budget/Activity Code   |
|--|-------------------------|---|--|
| Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No if so, how many: <u>3</u>  |                         | <u>\$525.00</u>   |  |
| Name of Staff Member Driving Students: <u>Kevin Kelly</u>  |                         |   |  |
| Mileage/Tolls: (If applicable)   |                         | <u>\$120.00</u>   |  |
| Hotel/Food/Airfare: (If applicable)  |                         |   |  |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)  |                         | <u>300.00</u>   |  |
| Registration/Entrance Fee: (If applicable)   |                         |   |  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>1</u> <u>\$150.00</u> |                         |   |  |
| - Rental Company/Carrier: <u>Fred Bean Ford</u>  |                         |   |  |
| - Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No   |                         |   |  |
|  | Drop at: _____          | at _____  | <input type="checkbox"/> AM <input type="checkbox"/> PM            |
|  | Pick up: _____          | at _____  | <input type="checkbox"/> AM <input type="checkbox"/> PM            |
| Students Leaving From: <u>Henderson on 11/4/21</u>   |                         | at <u>7:00</u>  | <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM |
| Students Returning To: <u>Henderson on 11/5/21</u>   |                         | at <u>9:00</u>  | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |
| TOTAL Cost of Trip: \$ <u>\$945.00</u>   | Pupil Cost: \$ <u>0</u> | TOTAL Cost to the District: \$ <u>945.00</u>                      |  |
|  |                         | Requested Travel Advance (Min. \$300): \$ <u>420.00</u> <i>LS</i> |  |

Requested by: Kevin Kelly Signature: Kevin Kelly Date: 10-31-22

|                           |                              |                       |  |
|---------------------------|------------------------------|-----------------------|--|
| <b>APPROVAL</b>           |                              |                       |  |
| Principal:                | Approved: <u>[Signature]</u> | Date: <u>10-31-22</u> |  |
| Athletic Director:        | Approved: <u>[Signature]</u> | Date: <u>10-31-22</u> |  |
| Assistant Superintendent: | Approved: <u>[Signature]</u> | Date: <u>10/31/22</u> |  |
| Transportation:           |                              | Date: _____           |  |
| Scheduled Date: _____     | Contractor: _____            |                       |  |
| Krapf Cost: _____         | Additional Cost: _____       |                       |  |

Spellman Office Only: Overnight Trip will appear on the \_\_\_\_\_ Board Consent Agenda.

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED: August 19, 2019

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

**PROPOSAL**       New Trip Request       Trip Revision Request       Trip Cancellation

School: West Chester East      Sport: Boys Cross Country  
 In Season:       Post Season:

Coach(s) In charge: Kareem Lanier

Destination: PIAA State Championships - Hershey, PA

Trip Day(s)/Date(s): Friday, November 4 through Saturday, November 5, 2022

Number of Students: 2      Total Passengers: 1      % of Eligible Students going: 100  
 Adult Chaperone to Student ratio: 1 / 2  
 Names of Coach/Staff Chaperones: Kareem Lanier  
 - Other Adult Chaperones: \_\_\_\_\_

Nurse required on this trip:  Yes  No (Refer to 121AG6)

| ESTIMATED COST  | Number                  | Cost   | Budget/Activity Code   |
|---|-------------------------|--|--|
| Substitute(s) needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No if so, how many: _____                                |                         |  |  |
| Name of Staff Member Driving Students: <u>Kareem Lanier</u>   |                         |  |  |
| Mileage/Tolls: (if applicable)  |                         | <u>\$75.00</u>   | <u>1-3200-000-20-30-953-580</u>                                    |
| Hotel/Food/Airfare: (if applicable)   |                         | <u>\$380.00</u>  | <u>1-3200-000-20-30-953-580</u>                                    |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)   |                         | <u>\$143.00</u>  | <u>1-3200-000-20-30-953-580</u>                                    |
| Registration/Entrance Fee: (if applicable)  |                         | <u>\$30.00</u>   | <u>1-3200-000-20-30-953-580</u>                                    |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation                |                         |  |  |
| <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____ |                         | <u>\$300.00</u>  | <u>1-3200-000-20-30-953-444</u>                                    |
| - Rental Company/Carrier: <u>Enterprise</u>   |                         |  |  |
| - Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No  | Drop at: _____ at _____ |  | <input type="checkbox"/> AM <input type="checkbox"/> PM            |
|   | Pick up: _____ at _____ |  | <input type="checkbox"/> AM <input type="checkbox"/> PM            |
| Students Leaving From: <u>WC East</u>   | at 12:00                |  | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |
| Students Returning To: <u>WC East</u>   | at 4:00                 |  | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |
| <b>TOTAL Cost of Trip: \$ \$628.00</b>  | <b>Pupil Cost: \$ 0</b> | <b>TOTAL Cost to the District: \$ 628.00</b>                     |  |
|   |                         | <b>Requested Travel Advance (Min. \$300): \$ 428.00 # 420.00</b> | <i>LS</i>  |

Requested by: KAREEM LANIER      Signature: Kareem Lanier      Date: 10/28/22

**APPROVAL**

Principal: [Signature]      Approved: \_\_\_\_\_      Date: 10/30/22  
 Athletic Director: \_\_\_\_\_      Approved: \_\_\_\_\_      Date: 10/28/22  
 Assistant Superintendent: \_\_\_\_\_      Approved: [Signature]      Date: 10/31/22

Transportation: \_\_\_\_\_      Date: \_\_\_\_\_  
 Scheduled Date: \_\_\_\_\_      Contractor: \_\_\_\_\_  
 Krapf Cost: \_\_\_\_\_      Additional Cost: \_\_\_\_\_

**Spellman Office Only:** Overnight Trip will appear on the \_\_\_\_\_ Board Consent Agenda.

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED: August 19, 2019

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

**PROPOSAL**       New Trip Request       Trip Revision Request       Trip Cancellation

School: West Chester Henderson      Sport: X-Caliber Wilks PA  
 Coach(s) in charge: Rob Beighley      In Season:       Post Season:

Destination: Wilks PA

Trip Day(s)/Date(s): 12/16/2022 and 12/17/2022

Number of Students: 18      Total Passengers: 22      % of Eligible Students going: 100%  
 Adult Chaperone to Student ratio: 3 / 1  
 Names of Coach/Staff Chaperones: Rob Beighley, Caleb Edwards, Cody Lind  
 ~ Other Adult Chaperones: \_\_\_\_\_

Nurse required on this trip:  Yes  No (Refer to 121AG6)

| ESTIMATED COST  | Number | Cost                    | Budget/Activity Code                         |
|---|--------|-------------------------|--|
| Substitute(s) needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No if so, how many: _____  | 0      |                         |  |
| Name of Staff Member Driving Students: <u>Rob Beighley, Caleb Edwards, Cody Lind</u>  |        |                         |  |
| Mileage/Tolls: (if applicable)  |        | 0.00                    |  |
| Hotel/Food/Airfare: (if applicable)   |        | .00                     | Booster Pay                                  |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)   |        | 0                       |  |
| Registration/Entrance Fee: (if applicable)  |        | 0                       |  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation  |        |                         |  |
| <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>3</u>                                | 450.00 |                         |  |
| ~ Rental Company/Carrier: <u>Fred Bean Ford</u>   |        |                         |  |
| ~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No    Drop at: _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |        |                         |  |
| Pick up: _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM   |        |                         |  |
| Students Leaving From: <u>Henderson on 12/16/2022</u> at <u>3:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM   |        |                         |  |
| Students Returning To: <u>Henderson on 12/17/2022</u> at <u>11:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM  |        |                         |  |
| TOTAL Cost of Trip: \$ <u>450.00</u>  |        | Pupil Cost: \$ <u>0</u> | TOTAL Cost to the District: \$ <u>450.00</u> |
| Requested Travel Advance (Min. \$300): \$ _____   |        |                         |  |

Requested by: Rob Beighley      Signature: Rob Beighley      Date: 10/20/22

**APPROVAL**

Principal: \_\_\_\_\_ Approved: [Signature] Date: 10/20/22  
 Athletic Director: \_\_\_\_\_ Approved: [Signature] Date: 10/20/22  
 Assistant Superintendent: \_\_\_\_\_ Approved: [Signature] Date: 10/21/22  
 Transportation: \_\_\_\_\_ Date: \_\_\_\_\_  
 Scheduled Date: \_\_\_\_\_ Contractor: \_\_\_\_\_  
 Krapf Cost: \_\_\_\_\_ Additional Cost: \_\_\_\_\_

Spellman Office Only: Overnight Trip will appear on the \_\_\_\_\_ Board Consent Agenda.

|               |  |
|---------------|--|
| Book          | Policy Manual                              |
| Section       | 900 Community                              |
| Title         | Nonschool Organizations/Groups/Individuals |
| Code          | 913  |
| Status        | Second Reading                             |
| Adopted       | August 1, 2015                             |
| Last Revised  | March 23, 2020                             |
| Last Reviewed | July 27, 2015                              |

### **Purpose**

Any requests from nonschool organizations, groups, or individuals seeking to have students participate in nonschool-sponsored activities, awards, or scholarships shall be governed by this policy.

### **Definitions**

**Dissemination – any non-school organizations, groups, or individuals distributing or publicly displaying non-school materials to others:**

**1. On school property or during school-sponsored events; placing such material upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or engaging in any other manner of delivery of nonschool written materials to others while on school property or during school functions; or**

**2. At any time or location when creating, posting, or sending information using technical or digital resources owned, provided, or sponsored by the district.**

**When email, text messaging, or other technological delivery is used as a means of distributing or accessing nonschool written materials via use of school equipment or while on school property or at school functions, it shall be governed by Board policy.[2][3]**

~~**Nonschool organizations, groups, or individuals** – those entities that are not part of the school program, school sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.[1]~~

**Nonschool materials** - any printed, technological, **digital**, or written materials, **regardless of form, source or authorship**, prepared by nonschool organizations, groups, or individuals for posting or general distribution which are not prepared as a part of the curricular or approved extracurricular programs of the district. This includes such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites, and the like.

**Nonschool organizations, groups, or individuals** - those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.[1]

~~**Distribution**— issuing nonschool materials to others on school property or during school sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool written materials to others while on school property or during school functions. When email, text messaging, or other technological delivery is used as a means of distributing or accessing nonschool written materials via use of school equipment or while on school property or at school functions, it shall be governed by Board policy.[2][3]~~

**Posting** - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.

**Prohibited activities and materials** shall mean activities and materials that:

1. Violate federal, state or local laws, Board policy or district rules or regulations;
2. Are libelous, defamatory, obscene, lewd, vulgar or profane;
3. Advocate **for** the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine **vaping products**, alcohol or illegal drugs;
4. Incite violence, advocate use of force or threaten serious harm to the school or community;
5. Are likely to ~~or do~~ materially or substantially **disrupt or** interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions;
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; **or**
7. Violate written district administrative regulations or procedures on time, place and manner for ~~posting and distribution~~ **dissemination** of otherwise protected expression.

~~Posting and distribution~~ **Dissemination** by nonschool organizations, groups or individuals is governed by Board Policy 913.2.[3]

### **Authority**

It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy.[4]

The Board prohibits **dissemination of nonschool materials for the purpose of** advertisement or promotion by nonschool organizations, groups, or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups, or individuals. [5][6]

The district may enter into sponsorship and advertising agreements with outside entities in accordance with Board policy.[7]

### **Delegation of Responsibility**

The Superintendent or his/her designee shall **develop administrative guidelines to implement this policy (913AG1)**. ~~be responsible for carrying out the provisions of this policy, unless otherwise~~



~~specifically noted in this policy.~~

### **Guidelines**

~~The Superintendent or his/her designee will be responsible for developing guidelines for this policy (913AG1).~~

Legal

1. Pol. 220
2. Pol. 913
3. Pol. 913.2
4. Pol. 707
5. [24 P.S. 510](#)
6. [24 P.S. 511](#)
7. Pol. 913.1
- [24 P.S. 775](#)
- [24 P.S. 779](#)
- Pol. 000
- Pol. 240

|               |  |
|---------------|--|
| Book          | Policy Manual  |
| Section       | 900 Community  |
| Title         | Dissemination by Nonschool Organizations, Groups or Individuals (new name) |
| Code          | 913.2  |
| Status        | Second Reading   |
| Adopted       | August 1, 2015   |
| Last Revised  | March 23, 2020   |
| Last Reviewed | July 27, 2015  |

## Purpose

The purpose of this policy is to improve communication with parents/guardians by ~~distributing or posting~~ **disseminating** information that, while not necessarily generated by the schools, may be beneficial to students. ~~Any requests from nonschool organizations, groups or individuals seeking to have students participate in or be informed of the opportunity to participate in nonschool sponsored activities shall be governed by this policy.~~

Any organization or person seeking to ~~distribute~~ **disseminate** information on school property must have approval by the Superintendent or designee.

Activities or school-related information and materials from nonschool organizations, groups or individuals that are integrated with or presented as part of the district's curriculum or an approved school event or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy.[1][2][3]

## Definitions

**Dissemination** – any non-school organizations, groups, or individuals distributing or publicly displaying non-school materials to others:

1. On school property or during school-sponsored events; placing such material upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or engaging in any other manner of delivery of nonschool written materials to others while on school property or during school functions; or
2. At any time or location when creating, posting, or sending information using technical or digital resources owned, provided, or sponsored by the district.

~~**Nonschool organizations, groups or individuals**~~—those entities that are not part of the school program, school sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. ~~When employees or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by other Board policy.[4]~~

**Nonschool materials** - any printed, technological, **digital**, or written materials, **regardless of form, source, or authorship** ~~prepared by nonschool organizations, groups or individuals for electronic~~

~~posting or general distribution~~ which are not prepared as a part of the curricular or approved extracurricular programs of the district. This includes such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.

**Nonschool organizations, groups or individuals** - those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by other Board policy.[4]

~~**Distribution** - issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions.~~

**Posting** - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.

~~**Prohibited activities and materials** - activities and materials which:~~

- ~~1. Are libelous, defamatory, obscene, lewd, vulgar, or profane.~~
- ~~2. Violate federal, state or local laws.~~
- ~~3. Violate Board policy or district regulations.~~
4. Advocate **for** the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco/**vaping products** nicotine, alcohol or illegal drugs.
- ~~5. Incite violence, advocate the use of force or threaten serious harm to the school or community.~~
- ~~6. Advocate use of force or urge violation of federal, state or municipal law, Board policy or district regulations.~~
- ~~7. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.~~
8. Are likely to ~~or do~~ materially or substantially **disrupt or** interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions.
- ~~9. Are political campaign materials.~~ **or**
10. Violate written district administrative regulations or procedures on time, place and manner for ~~posting and distribution~~ **dissemination** of otherwise protected speech.

### **Authority**

It is the policy of the Board that district facilities be used in accordance with the guidelines established in **this** Board policy.[5]

The Board prohibits the **dissemination of nonschool materials for the purposes of** advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or **activities** events not otherwise open to nonschool organizations, groups or individuals.[6][7]

Fundraising, scholarships, awards, travel services, foreign trips, commercial activities, advertising, and sponsorship are governed by other Board policies.

## Delegation of Responsibility

The Superintendent or designee shall be responsible for carrying out the provisions of this policy, unless otherwise specifically noted in this policy.

## Guidelines

### Distribution **Dissemination** of Nonschool Materials

In some cases, there may be a request to ~~distribute~~ **disseminate** printed nonschool materials **on school property or through district resources. Dissemination** ~~Distribution~~ of printed nonschool materials must be submitted to the Superintendent or his/her designee in writing along with a copy of the printed nonschool materials. Nonschool materials for programs/events/activities that are not school-sponsored must include the following disclaimer:<sup>7</sup> "The West Chester Area School District does not sponsor or sanction this program/event/activity."

**Requests for dissemination of nonschool materials through district social media channels shall be addressed through Board policy on district social media. [8]**

**The Board directs that the review and consideration of any nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.**

The district will only consider **dissemination** ~~distribution~~ of nonschool materials for:

1. Nonprofit groups serving students in the West Chester Area School District;<sup>7</sup>
2. ~~PTO~~ **Parent-teacher organizations, Home School Associations,** and ~~Bb~~ **ooster** groups serving students in the West Chester Area School District;<sup>7</sup> **and**
3. Events involving children and sponsored by municipalities in the West Chester Area School District.

Others may be considered for posting on the electronic bulletin board.

Requests must be submitted at least two (2) weeks prior to the requested **dissemination** ~~distribution~~ date.

Once approval has been granted or denied, each building principal and secretary will receive a copy of the printed nonschool material indicating its approval status. Submitting organizations will also be notified of the decision.

Upon approval of hard copy distribution, organizations must reproduce the printed nonschool material, bundle them by classroom or as needed, and deliver them to each building. The district will provide the organization with the classroom counts or enrollments upon approval, or earlier if requested.

**If approval is granted, the nonschool organization shall comply with Board policy and administrative regulations, and the district's time, place, and manner restrictions for dissemination of materials.**

**Nonschool materials shall not be disseminated during instructional time or school-sponsored activities.**

### Posting - Electronic Bulletin Board

Requests for permission to post to the district electronic bulletin board must be via email with a copy of the requested nonschool material attached and forwarded to the Superintendent or his/her designee. Nonschool material for programs/events/activities that are not school-sponsored must include the following disclaimer:<sup>7</sup> "The West Chester Area School District does not sponsor or sanction this program/event/activity."

The district prohibits all posting on school property, other than to the district's electronic bulletin board or as otherwise permitted herein.

### Non-Interference ~~With School Distributions~~ Dissemination

The ~~distribution~~ dissemination of nonschool materials shall not be permitted to interfere with the ~~distribution~~ dissemination of school-related materials.

### Exception for Polling Places

This policy shall not apply to the portion of a school that is in use on an election day as a polling location. Campaign and related political materials may be ~~distributed~~ disseminated and placed upon school grounds at such location on an election day, as permitted by law and/or Board policy.

### Distribution/Posting Dissemination in Accordance ~~With~~ Law

The district's distribution or posting of nonschool materials shall conform to federal and state laws and regulations.

### No Vested Right or Contractual Relationship

The Superintendent's or his/her designee's approval of the dissemination ~~distribution or posting~~ of materials for nonschool organizations, groups or individuals shall only pertain to a particular request and shall confer no right to have future requests granted (as circumstances and procedures may change); nor shall the Superintendent's or his/her designee's approval create any contractual obligation on behalf of the district.

### No Open Public Forum

By the adoption of this policy, the district does not intend to create an open public forum, as defined by law, for access to district dissemination ~~distribution or posting~~ of materials. The provisions of this policy will limit such dissemination ~~distribution or posting~~.

### Disclaimer

Permission to ~~distribute or post~~ disseminate materials does not signify an endorsement by the school district.

The district reserves the right to approve or deny any request for electronic ~~posting~~ or physical ~~distribution~~ dissemination of materials or products.

- Legal
1. Pol. 105
  2. Pol. 122
  3. Pol. 230
  4. Pol. 220
  5. Pol. 707
  6. 24 P.S. 510
  7. 24 P.S. 511