

# WYOMISSING AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: November 25, 1996

REVISED: ~~April 26, 2011~~

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|  | 004. MEMBERSHIP   |
|  | Section 1. <u>Number</u>  |
| SC 303   | The Board does consist of nine (9) members.   |
| SC 1081  | The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.   |
|  | Section 2. <u>Qualifications</u>  |
|  | Each member of the Board shall meet the following qualifications:   |
| SC 322   | a. Be of good moral character, be eighteen (18) years of age, shall have been a resident of the District for at least one (1) year prior to the date of his/her election or appointment, and shall not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council. |
| SC 323   | b. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.  |
| SC 324<br>65 Pa. C.S.A.<br>Sec. 1101 et seq                              | c. Shall not be engaged in a business transaction with the School District, be employed by the School District, or receive pay for services from the School District, except as provided by law.  |
| SC 321   | d. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.  |
| 65 Pa. C.S.A.<br>Sec. 1102, 1104,<br>1105<br>Title 51<br>Sec. 15.2, 15.3 | e. Shall file a statement of financial interests with the Board Secretary or designee at the following times:<br><br>1. Before taking the oath of office or entering upon his/her duties.   |

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| <p>SC 301 et seq</p>  | <p>2. Annually by May 1 while serving on the Board.</p> <p>3. By May 1 of the year after leaving the Board.</p> <p>Section 3. <u>Election</u></p> <p>Four (4) Board members shall be duly chosen, each for a full four (4) year term, at the municipal election to be held in 1985 and every four (4) years thereafter. Five (5) Board members shall be duly chosen, each for a full four (4) year term, at the municipal election to be held in 1987 and every four (4) years thereafter. Board members shall be elected at large.</p>   |
| <p>SC 315, 316, 317,<br/>318, 319<br/>65 Pa. C.S.A.<br/>Sec. 701 et seq</p> | <p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a District or region, or otherwise. Such vacancy shall be filled in accordance with the <u>School Code and</u> Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. The Board member so appointed shall serve <u>for the remainder of the unexpired term or, if earlier,</u> until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Berks County.</p> |
| <p>SC 315</p>   | <p>“When any member of a board enlists or is inducted into the military or naval forces of the United States in time of war, a temporary vacancy shall be declared, which shall be filled by the remaining members of the board or the court, as the case may be, until the return of such member of the board from the military or naval service, or until the expiration of the member’s term, whichever shall be the shorter period.”</p>  |
| <p>SC 303, 315</p>  | <p>Section 5. <u>Term</u></p> <p>The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except <del>that the term of</del> <u>for</u> a Board member appointed <u>or elected</u> to fill a vacancy. <u>A Board member appointed to fill a vacancy shall serve for the remainder of the unexpired term or, if earlier, until</u> <del>shall expire on</del> the first Monday of December after the municipal election occurring more than sixty (60) days <del>after</del> <u>following</u> his/her appointment. The term of a Board member elected to an unexpired term shall expire at the termination of that term.</p>  |
| <p>SC 315<br/>65 P.S.</p>   | <p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Wyomissing Area School District or the region s/he represents, his/her membership on the Board shall cease.</p>  |

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| <p>Sec. 91</p>             | <p>The removal of a Board member who resigns shall become effective upon the presentation of the resignation to the Board President and upon the date specified. If no date is specified, the resignation shall become effective upon presentation to the Board President.</p>  |
| <p>SC 319<br/>Pol. 006</p> | <p><b>If a Board member shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting shall neglect or refuse to act in his/her official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.</b></p>  |
| <p>SC 319<br/>Pol. 006</p> | <p>If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>  |
| <p>SC 516.1</p>            | <p>Section 7. <u>Expenses</u></p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention held within the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year. Expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred. Actual expenses shall be allowed for travel by car at the current IRS rate for each mile in going to and returning from each meeting.</p> <p>Section 8. <u>Orientation</u></p> <p>The Board believes that the preparation of each Board member for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> |

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| <p>Pol. 901</p> | <p>Accordingly, the Board shall give to each new Board member, no later than his/her first regular meeting, for use during his/her term on the Board the following items:</p> <ul style="list-style-type: none"><li>a. A copy of the Board Policy Manual.</li><li>b. A copy of the District Administrative Regulations Manual.</li><li>c. The current budget statement, audit report and related fiscal materials.</li><li>d. The current Strategic Plan.</li><li>e. A copy of the Board's adopted Code of Conduct and Standards for Effective School Governance.</li></ul> <p>The Board will provide and maintain a library of publications and reference materials for the use of Board members.</p> <p>Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, policy and procedures.</p> <p><b>Section 9. Board Member Education/Training</b></p> <p>The Board places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership.</p> <p>The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist Board members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the District's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.</p> <p>The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the District and its schools.</p> <p>The Board shall annually budget funds to support its planned program of inservice education and training.</p> |
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Section 11. Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

~~Section 11~~ Section 12. Code Of Ethics

As a member of my local Board of Education, representing all the citizens of my School District, I recognize:

- a. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
- b. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
- c. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- d. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts, all the time, about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- e. That legally, the authority of the Board is derived from the General Assembly which ultimately controls the organization and operation of the School District and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- f. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

In view of the foregoing considerations, it shall be my constant endeavor:

- a. To devote time, thought, and study to the duties and responsibilities of a school Board member so that I may render effective and creditable service.
- b. To work with my fellow Board members in a spirit of harmony and cooperation

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|  | <p>in spite of differences of opinion that arise during vigorous debate of points at issue.</p> <ul style="list-style-type: none"><li>c. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and uphold the final majority decision of the Board.</li><li>d. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.</li><li>e. To resist every temptation and outside pressure to use my position as a School Board member to benefit either myself or any other individual or agency apart from the total interest of the School District.</li><li>f. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.</li><li>g. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent of Schools and the professional and nonprofessional staff.</li><li>h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the District with respect to establishing policy on current school operation and proposed future developments.</li><li>i. To support my state and national School Board associations.</li><li>j. Finally, to strive step by step toward ideal conditions for most effective School Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our respective democracy.</li></ul> |
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References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Removal of Residence; Forfeiture of Office – 65 P.S. Sec. 91

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3

Board Policy – 004, 006, 331, 901



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# WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS  
TITLE: ELECTRONIC DEVICES  
ADOPTED: January 26, 2004  
REVISED: ~~November 23, 2009~~

| 237. ELECTRONIC DEVICES |  |
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| 1. Purpose              | The Board adopts this policy in order to maintain an educational environment that is safe and secure for District students and employees.  |
| 2. Definition           | <b>Electronic devices</b> shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, and laptop computers, as well as any new technology developed with similar capabilities.   |
| 3. Authority<br>SC 510  | The Board <del>maintains the right to prohibit use of</del> <b>maintains the right to prohibit use of</b> electronic devices by students during <del>the school day in District buildings and on District property</del> <b>instructional time. Instructional time is defined as periods of time during which scheduled courses and/or study halls meet.</b> This prohibition could be rescinded for IEP and/or other short-term educational needs/consideration. <b>Electronic devices may be used during non-instructional times. Non-instructional times include before and after school, during the change of classes and during lunch in the cafeteria. Electronic devices may not be used in detention or in-school suspension unless approved by the proctor. Use of electronic devices to aid in the learning process during instructional time is at the discretion of the classroom teacher with the approval of the Jr./Sr. High School Administration.</b> |
| SC 1317.1               | The Board prohibits <b>possession of</b> laser pointers and attachments and telephone paging devices/beepers by students during the school day.<br><br>The District shall not be liable for the loss, damage or misuse of any electronic device.<br><br><u>Electronic Images And Photographs</u><br><br>The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.  |

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|  | <p>Because such violations may constitute a crime under state and/or federal law, the District may report such conduct to local, state and/or federal law enforcement agencies.</p> <p><del>Such prohibited activity shall also apply to student conduct that occurs off school property if:</del><br/> <u>Off Campus Activities</u></p> <p><del>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Conduct Requirement of Co-Curricular Activities if any of the following circumstances exist:</del></p>   |
| <p>Pol. 122, 123</p>                   | <ol style="list-style-type: none"> <li>1. <del>There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</del><br/> <del>The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</del></li> <li>2. <del>The student is a member of an extracurricular and/or athletic activity and has been notified that particular off-campus conduct could result in exclusion from such activities and/or other consequences.</del><br/> <del>Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</del><br/> <del>The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Student Requirement of Co-Curricular Activities if conducted in school.</del><br/> <del>The conduct involves the theft or vandalism of school property.</del><br/> <del>There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</del></li> </ol> |
| <p>4. Delegation of Responsibility</p> | <p>The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.</p> <p><del>The Superintendent or designee shall develop administrative regulations to implement this policy.</del></p>   |
| <p>5. Guidelines<br/>Pol. 218, 233</p> | <p>Violations of this policy by a student may result in disciplinary action and may result in confiscation of the electronic device to be retrieved only by a parent/guardian.</p>  |

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# WYOMISSING AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PROFESSIONAL GROWTH  
REQUIREMENTS

ADOPTED: [May 25, 2006](#)

REVISED:

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| <p>1. Purpose</p> <p>2. Guidelines</p> | <p style="text-align: center;">333. PROFESSIONAL GROWTH REQUIREMENTS</p> <p>Continued professional study (and inservice training) are prerequisites for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all administrative personnel.</p> <p><u>Induction Program for School System Leaders</u></p> <p><u>School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.</u></p> <p><u>School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.</u></p> <p>Act 48 of 1999 requires all persons holding professional education certification in Pennsylvania, including administrative, supervisory, and superintendent letters of eligibility, to complete continuing education requirements over a five-year period in order to maintain their certifications as active. Administrators may accomplish this by earning six (6) collegiate credits, six (6) PDE-approved inservice credits, or 180 continuing education hours or any combination of the above over that five-year period. These activities must be congruent with the District’s Professional Development Plan as approved by PDE.</p> <p><u>Graduate/Special Courses</u></p> <p><u>Only courses of study that are preapproved shall be eligible for reimbursement by the District or a change in compensation for the employee. A list of the required courses in a degree program must be submitted at the time preapproval is requested. Documentary evidence of satisfactory completion of all study programs shall be required.</u></p> <p><u>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with the terms of the administrative compensation plan or an individual contract.</u></p> |
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All eligible employees shall submit a record and description of the attainment of approved credits to the Human Resources Department.

Approved graduate study or special courses/programs may be of sufficient advantage to the District to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan or individual contract.

The Board authorizes and encourages its administrative staff to attend conferences, seminars, meetings and conventions and other appropriate activities for professional growth, as approved by the Superintendent.

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL GROWTH GUIDELINES

ADOPTED: November 25, 1996

REVISED: ~~July 24, 2006~~

# WYOMISSING AREA SCHOOL DISTRICT

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| <p>1. Purpose</p> <p>2. Guidelines</p> <p>SC 1205.1,<br/>1205.2</p> | <p style="text-align: center;">433. PROFESSIONAL GROWTH GUIDELINES</p> <p>Continued professional study (and inservice training) are prerequisites for continued and professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all professional personnel.</p> <p><u>Professional Growth</u></p> <p>The District encourages professional staff members to grow professionally through activities such as graduate study, inservice programs, visiting other educational institutions, serving on District committees, affiliations with professional organizations attending professional conferences, workshops, etc. in order to expand their educational expertise. Each professional employee must complete the required Act 48 hours in order to maintain an active PDE certification.</p> <p><u>Flexible Inservice</u></p> <p>In an effort to increase the number of meaningful educational experiences for the professional staff, all teachers are given the opportunity to submit an application to participate in educational activities in lieu of one or more of the scheduled inservice days. These activities can be a school visitation on a District vacation day to examine a program of interest to the District; a visit on the weekend to a community resource which can be incorporated into the curriculum; attendance at summer, evening, or weekend conferences pertinent to the teaching assignment; etc. Any cost to be incurred by the District for these activities must be preapproved by the administration.</p> <p>All of these activities must be approved by the building principal. If, however, the principal requires the services of a professional employee on a scheduled inservice day, the principal's inservice plans take precedence.</p> <p>1. A full flexible day is six (6) hours minimum; a half day is three (3) hours minimum.</p> |
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| <p>School Code<br/>1205.1, 1205.2</p> | <ol style="list-style-type: none"><li>2. If personal gain such as money, certificate completion, or college credit will be attained by the requested activity, no flexible time will be granted.</li><li>3. Within one (1) week of completion of the activity, a complete report outlining the experience of the professional employee and the proposed applications to his/her assignment must be submitted to the principal.</li></ol> <p><u>Professional education plans associated with the federal requirements of Title I and Title II funding shall be developed by the professional education committee and forwarded to the Board for approval prior to submission for approval by the Pennsylvania Department of Education.</u></p> |
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# WYOMISSING AREA SCHOOL DISTRICT

SECTION: PROPERTY  
TITLE: SERVICE ANIMALS IN SCHOOLS  
ADOPTED: November 23, 2009  
REVISED: ~~September 26, 2011~~

| 718. SERVICE ANIMALS IN SCHOOLS        |   |
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| 1. Purpose                             | The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.  |
| 2. Definition<br>28 CFR<br>Sec. 35.104 | <b>Service animal</b> means any <del>guide dog, signal dog, or other animal dog</del> individually trained to do work or perform tasks for the benefit of an individual with a disability.  |
| 28 CFR<br>Sec. 35.136                  | Miniature horses may be utilized as service animals if: <ol style="list-style-type: none"><li>1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.</li><li>2. The facility can accommodate the type, size and weight of the miniature horse.</li><li>3. The presence of the miniature horse does not compromise the safe operation of the facility.</li></ol>   |
| 28 CFR<br>Sec. 35.104                  | The work or tasks performed by a service animal shall be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. |
| 28 CFR<br>Sec. 35.104                  | The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.   |

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| <p>3. Authority<br/> 43 P.S.<br/> Sec. 953<br/> 29 U.S.C.<br/> Sec. 794<br/> 42 U.S.C.<br/> Sec. 12101 et seq<br/> 28 CFR<br/> Sec. 35.130</p> | <p>The Board shall permit individuals with disabilities to use service animals in District buildings; on District property; and on vehicles that are owned, leased or controlled by the School District, <del>upon request and submission of required documentation in accordance with this policy and applicable state and federal laws and regulations.</del></p>   |
| <p>4. Guidelines</p>   | <p><u>Admission Of Service Animals To Schools</u></p> <p><del>An individual</del><u>A -student or employee</u> with a disability may submit a request to bring a service animal to school for educational or employment purposes. <u>A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.</u> <del>However, there is no automatic right to be accompanied by a service animal in the school setting.</del></p> <p><u>Parents/Guardians of students with disabilities may submit a request to the building principal for their student to bring a service animal to school. The building principal shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student’s IEP or Section 504 Service Agreement.</u></p> |
| <p>28 CFR<br/> Sec. 35.130</p>   | <p>Before a service animal shall be allowed in a District building, or on District property or vehicles, <del>the owner or handler of the animal shall submit to the building principal a written request and the following documentation from a certified professional</del><u>the District shall request the following documentation from the owner or handler of the animal.</u></p>   |
| <p>28 CFR<br/> Sec. 35.136</p>   | <p>1. <del>Diagnosis of the specific disability.</del> <u>Verification of the need for a service animal.</u></p>  |
| <p>28 CFR<br/> Sec. 35.136</p>   | <p>2. <del>Verification of the need for a service animal.</del> <u>Description of the function(s) the service animal is trained to perform in relation to the individual’s disability.</u></p>  |
| <p>3 P.S.<br/> Sec. 459-201</p>  | <p>3. <del>Description of the function(s) the service animal is expected to perform in relation to the individual’s disability.</del> <u>Proof of current vaccinations and immunizations of the service animal.</u></p> <p>4. <del>Current license.</del><br/> <u>4. ___</u></p>  |

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| <p>3 P.S.<br/>Sec. 455.1 et seq</p>                              | <p><del>5. Current veterinary health certificate.</del></p> <p><del>6. Proof of current vaccinations and immunizations of the service animal.</del></p> <p><del>7. Validation that animal has been trained/certified to serve the purpose for which the request is submitted.</del></p> <p><del>8. Requirements for care, feeding, exercise and normal body functions for the animal so proper areas can be designated.</del></p> <p><del>Trained guide, hearing and service animals shall be permitted in District buildings and on District property and vehicles for noneducational reasons under the following circumstances:</del></p> <p><del>1. Totally or partially blind individuals may be accompanied by a trained guide dog.</del></p> <p><del>2. Deaf or hearing impaired individuals may be accompanied by a trained hearing dog.</del></p> <p><del>3. Mobility impaired or other disabled individuals may be accompanied by a trained service dog.</del></p> <p><del>4. Individuals conducting training of a guide, hearing or service dog may be accompanied for the purpose of school business by a dog in training, but training shall not normally occur in the classroom during instructional time.</del></p> |
| <p>43 P.S.<br/>Sec. 953<br/>28 CFR<br/>Sec. 136<br/>Pol. 904</p> | <p><u>Admission To Public Events</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on District property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.</p>  |
| <p>28 CFR<br/>Sec. 35.136</p>                                    | <p>School administrators may inquire of the owner or handler of an animal whether the animal is <del>a trained service animal</del> <b>required because of a disability</b> and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.</p>   |
| <p>28 CFR</p>  | <p>The District shall not require an owner or handler of a service animal to pay an extra</p>   |

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| <p>Sec. 35.136</p> <p>5. Delegation of Responsibility</p> | <p>charge for the animal to attend events for which a fee is charged.</p> <p><u>The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in District buildings and on District property and vehicles.</u></p> <p><u>The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in District buildings or on District property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.</u></p> <p>The owner or handler of a service animal shall be solely responsible for:</p>   |
| <p>28 CFR<br/>Sec. 35.136</p>                             | <ol style="list-style-type: none"> <li>1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.</li> <li>2. <u>Control of the animal at all times through the use of a harness, leash, tether or by other effective means.</u> <del>Leashing and properly restraining the animal at all times.</del></li> <li>3. Damages to District buildings, property and vehicles caused by the animal.</li> <li>4. Injuries to students, employees, volunteers and visitors caused by the animal.</li> <li>5. Annual submission of documentation of vaccinations and immunizations.</li> </ol> <p>The building principal shall receive and forward to the Director of Special Education each completed request by an individual with a disability to be accompanied by a service animal. The Director of Special Education shall respond to the request.</p> <p><del>District staff shall not ask questions about an individual's disability.</del></p> <p>District administrators may exclude a service animal from District buildings, property and vehicles under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Presence of the animal poses a direct threat to the health and safety of others.</li> <li>2. Owner or handler is unable to control the animal.</li> <li>3. <u>Animal is not housebroken.</u> <del>Presence of the animal significantly disrupts or interferes with the educational process.</del></li> <li>4. Presence of the animal would require a fundamental alteration to the program.</li> </ol> |

~~The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in District buildings and on District property and vehicles.~~

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

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.

References:

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

The Dog Law – 3 P.S. Sec. 459-201

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

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

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

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

718. SERVICE ANIMALS IN SCHOOLS - Pg. 6

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|  | <p>Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations – 29 CFR Part 1630</p> <p>Board Policy – 000, 103, 103.1, 104, 113, 707, 904, 906</p> |
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