

WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: STUDENT DISCIPLINE
ADOPTED: November 25, 1996
REVISED: ~~January 22, 2007~~

218. STUDENT DISCIPLINE	
1. Purpose SC 510 Title 22 Sec. 12.3	All Wyomissing Area School District students share in the responsibility of developing and maintaining a climate which is conducive to wholesome learning and living. In addition, all Wyomissing Area School District students are expected to behave in a manner which will naturally bring praise and respect to themselves, families, and school. Students are further expected to maintain good school attendance, to be conscientious in their classwork, and to conform to all school rules and regulations.
2. Authority SC 510 Title 22 Sec. 12.3	<p>The Board requires each student to adhere to Board policies and the written rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and/or during the time spent in travel to and from school and school-sponsored activities.</p> <p>The Board also may regulate student conduct which occurs off school property, which would violate the Student Code of Conduct if committed on school property, and which is directly connected to the student's enrollment in the School District or participation in school activities.</p> <p>The Superintendent or designee shall develop a Student Code of Conduct to govern student discipline.</p>
Title 22 Sec. 12.3	A Code of Student Conduct will be included in the handbooks published by each school in the District.
Title 22 Sec. 12.2 Pol. 235	Each student must adhere to Board policies and the Student Code of Conduct governing student discipline.

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	<p>Minor misbehaviors on the part of the student which impede the educational process and orderly classroom procedures or interfere with the orderly operation of the school.</p> <p>Examples:</p> <p>Minor classroom disturbances, classroom tardiness, failure to complete assignments, failure to return library books and magazines on time, coming unprepared for class, having food or drink in unauthorized areas, failure to meet deadlines, parking lot offenses, improper dress, loitering, littering, lying, hall pass offenses, failure to follow attendance procedures, cafeteria offenses, book damage or loss, school bus and/or bus stop behavior, etc.</p> <p>Discipline:</p> <p>Can take any or all of the following forms: parental contact, special assignments, counseling, withdrawal of privileges, verbal reprimands, paying of fines, after-school detention, etc.</p> <p><u>LEVEL II</u></p> <p>Level II offenses are –</p> <p>Frequent and/or serious misbehaviors that disrupt the learning climate of the school, interfere with the school operation, and/or impact adversely on the public image.</p> <p>Examples:</p> <p>School tardiness; truancy; class cutting; bullying; disruptive, lewd or rude behavior; abusive or obscene language; forgery; cheating on tests or assignments; smoking or possession of tobacco; cutting detention; misconduct on field trips, buses, during public programs, at athletic events, and/or assemblies; leaving school without permission; ignoring or disregarding safety rules and regulations; public displays of affection; continuation of Level I misconduct; etc.</p> <p>Discipline:</p> <p>Can take any or all of the following forms: special assignments, withdrawal of privileges, after-school detention, fine for possession and/or use of tobacco, in-school suspension, suspension, and/or parental contact.</p>
Pol. 222	
Pol. 233	

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	<p>Policy 113.1.</p> <p><u>Use Of Reasonable Force</u></p> <p>The Wyomissing Area School District believes that physical punishment is not an effective or desirable form of discipline; therefore, corporal punishment, may not be administered to any student in the Wyomissing Area School District.</p> <p>Reasonable force (minimum force necessary) may be used by any staff member in the following instances:</p> <ol style="list-style-type: none"> 1. To quell a disturbance. 2. To obtain possession of weapons or other dangerous objects. 3. For the purpose of self-defense. 4. For the protection of persons or property.
<p>Title 22 Sec. 12.5(d)</p>	<p>The Superintendent or designee shall promulgate written rules and regulations to implement Board policy governing student conduct.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall publish and provide to all staff, students and parents/guardians the rules for student behavior contained in the Student Code of Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Conduct shall be contained in the student handbooks.</p>
<p>Title 22 Sec. 12.3</p>	<p>The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.</p>
<p>SC 1317</p>	<p>The Superintendent, Assistant Superintendents, Director of Special Education, building principals or assistant principal(s), or designees shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the District and to the student's due process right to notice, hearing, and appeal.</p>
<p>SC 1317</p>	<p>Teaching staff and other District employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in</p>

<p>5. Definitions</p>	<p>all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.</p> <p><u>When conduct so warrants, the building principal shall, in accordance with the Code of Student conduct and the memorandum of understanding, contact the police department who has jurisdiction over the school's property.</u></p> <p><u>The memorandum of understanding shall provide procedures for local law enforcement response including, but not limited to, investigation of the incident, interrogation and custody of the student.</u></p> <p><u>Required Reports</u></p> <p><u>The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.</u></p> <p><u>The Superintendent shall annually, by July 31, report to the Office of Safe Schools on the required form all new incidents that occurred on school property and involved conduct including, but not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol or tobacco.</u></p> <p><u>The Superintendent shall annually, no later than July 1, submit the prepared Office of Safe Schools report to the police department with jurisdiction over the school building for review and comparison with police incident data. Discrepancies shall be resolved in accordance with the procedures outlined in the memorandum of understanding.</u></p> <p>The following is a list of definitions of terms used in the discipline policy and discipline code:</p> <p>Assault and Battery - The threat to use force upon another and the actual carrying out of said threat.</p> <p>Belligerent Behavior - Hostile or aggressive behavior and conduct, or behavior conducive to hostility.</p> <p>Bullying - Intentional harm done repeatedly over time, in a relationship in which there is an imbalance of power.</p> <p>Cheating - Copying or plagiarism from another's work or assignment; also, the use of unauthorized materials or aides during testing; or the facilitation of cheating, i.e. disclosing test questions, sharing writings, etc.</p>
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Pol. 204	<p>Loitering - Being in or out of lavatories, in halls, and other supervised areas of the building or grounds during, before, or after school.</p> <p>Out-of-School Counseling - Counseling with a public or private counselor, psychologist, or therapist.</p> <p>Prepared for Class - Students are expected to arrive each day prepared for class with the necessary books, notebook, pencils, pens, completed assignments, etc.</p> <p>Special Assignments - Either classroom special assignments in the nature of extra work or special assignments of a disciplinary nature.</p> <p>Tardy - Lateness to class or school.</p> <p>Truancy - Unauthorized absence from school.</p> <p>Vandalism - The willful and malicious destruction of public or private property.</p> <p>Withdrawal of Privileges - Privileges may be withdrawn including but not limited to: early dismissal from last period study hall, riding school buses, study hall in cafeteria, attendance at assemblies and special programs, dances, and events, etc.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317, 1318</p> <p>No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1 et seq, 403.1</p> <p>Board Policy – 113.1, 122, 123, 204, 218.2, 222, 227, 233, 235, 247, 248, 815</p>
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<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 12.14 Pol. 225</p> <p>Pol. 225</p>	<p>contraband, a substance or object which is illegal to possess, any material that poses a threat to the health, welfare or safety of the school population and order of the school, or any materials which violate School Board policies or the Code of Student Conduct.</p> <p>The Board authorizes the Superintendent or designee <u>administration or designee</u> to conduct random unannounced searches at any time when the District has a compelling interest in protecting and preserving the health, safety or welfare of the school population <u>searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.</u></p> <p>Students are expected to cooperate with school personnel at the time of any search. Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.</p> <p>The principal or designee shall be present whenever a search is conducted based upon reasonable suspicion. That person shall be responsible for recording in writing the reason for the search, persons present, objects found, and their disposition.</p> <p>The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of the law, Board policy, or school rules.</p> <p>If any illegal substances/items are discovered, the police will be notified. These items may be used as evidence against the student in a school disciplinary proceeding.</p> <p>The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.</p>
<p>4. Guidelines</p> <p>Title 22 Sec. 12.14</p>	<p><u>Individualized Suspicion Searches</u></p> <p><u>Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.</u></p>

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school ~~staff~~ administration of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, ~~normally constitutes~~ may constitute a search that must be justified by reasonable suspicion that material in violation of law, District policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and ~~to the extent students have any expectation of privacy of lockers at all, it is very limited.~~ students' expectation of privacy exists only between other students and it does not exist as it relates to the school district, which remains the owner of the locker.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the District, or if the District does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, District policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

~~Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.~~

~~Students, staff, and parents/guardians shall be notified at least annually concerning the contents of this policy and District procedures.~~

~~Students are responsible for maintaining the security of their lockers.~~

~~Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and/or welfare of the school population.~~

~~School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating Board policy or school rules or poses a threat to the health,~~

~~safety, or welfare of the school population.~~

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

Board Policy – 225

WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: CONTROLLED SUBSTANCES
ADOPTED: November 25, 1996
REVISED: ~~February 28, 2011~~

	227. CONTROLLED SUBSTANCES
1. Purpose	<p>The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community, and reaffirms its existing policy to openly and effectively respond to the current and potential uses and abuses of controlled substances by students.</p> <p>The district will strive to educate, prevent, and intervene in the use and abuse of all controlled substances by students. These goals will be implemented through curriculum, the student assistance team, counseling services, community support and resources, strong and consistent administrative and faculty commitment, and disciplinary procedures.</p> <p>The rules, regulations, and guidelines of this policy and the district discipline code shall be used by all school district personnel in situations involving students' unlawful use, abuse, sale, distribution and/or possession of controlled substances.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee shall prepare rules for the identification, amelioration and control of substance abuse in the schools which:</p> <ol style="list-style-type: none">1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.2. Provide education concerning the dangers of abusing controlled substances.3. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.
42 P.S. Sec. 8337	

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<p>3. Definitions 35 P.S. 780-101 et seq 42 P.S. 8337 P.L. 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law) The Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 64) and Amendments</p> <p>Act 64 of 1972</p>	<p>Administrators may modify the procedures and disciplinary actions defined within this policy to make accommodations for student age or grade level. Procedural and disciplinary actions will also be subject to modification in accordance with federal, state and district policies, which regulate the discipline of students with disabilities.</p> <p>For the purpose of this policy, controlled substances shall mean all of the following:</p> <ol style="list-style-type: none"> 1. Mood-Altering Substance/Alcohol - Alcohol, drugs, narcotics and/or other health endangering compounds include but are not limited to: alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, steroids, LSD and other drugs, illegal and/or non-prescribed medications, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. In addition, this includes all controlled substances identified in Public Law 91-513 and P.L. 233 No. 64. 2. Look-Alike Drugs - Substances manufactured, designed to resemble drugs, or represented as mood-altering substances, narcotics, or other health endangering compounds. <u>A look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.</u> 3. Anabolic Steroids - Nonprescription drugs for body and muscle building, primarily utilized to enhance athletic ability. 4. Drug Paraphernalia - All equipment, products, and materials of any kind which are used in alcohol or drug-related activities. In determining whether an object is drug paraphernalia, school authorities shall consider, in addition to all other logically relevant factors, one or more of the following: <ol style="list-style-type: none"> a. Statements by an owner or by anyone in control of the object concerning its use. b. The proximity of the object to a direct violation of this policy and/or to controlled substance.
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- c. The existence of any residue of controlled substance on the object.
 - d. Circumstantial evidence of intent of the owner (or anyone in control of the object) to deliver the object or substance to persons whom s/he should reasonably know intends to use the object to facilitate a violation of this policy.
5. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as, but not limited to, herbal incense or other products containing synthetic cannabinoids.
6. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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Constructive Possession - The ability to exercise conscious dominion over an illegal substance. Constructive possession refers to contraband material and controlled substances that are in the person's control but not on his/her body.

Student Assistance Team - A multidisciplinary team that includes teachers, administrators, nurses, counselors, and psychologists. This team is trained to understand and work with adolescent chemical use, abuse, and dependency as well as to recognize symptoms that may be associated with student depression. The team's primary role is to identify, refer, and intervene when student chemical use, abuse, possession, and/or distribution or student depression is reasonably suspected.

RTII: Response to Intervention and Instruction Team (RTII Team) - The RTII Team will consist of the building administrator(s), guidance counselor, nurse, school psychologist and any other appropriate school personnel.

Under the Influence of Controlled Substances -- For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student. In determining whether a student may be under the influence or has used or abused a controlled substance, a person in authority should consider the following:

- 1. The odor of a controlled substance.
- 2. Erratic or atypical behavior for that individual.
- 3. Other behavior or allegations where the administrator or designee may reasonably conclude that the student may have violated this policy.
- 4. Where an administrator or designee has reasonable grounds to suspect that a

<p>4. Authority</p> <p>Title 22 Sec. 12.12 42 P.S. 8337</p>	<p>student is under the influence of controlled substances, the administrator or designee may direct the student to perform certain tasks in order to observe and detect evidence of use. When there are reasonable grounds for suspicion these tasks may include, but are not limited to, observations of balance, coordination, motor behavior and speech. Breathalyzers may also be used at the discretion of the administrator or designee to confirm (or refute) student alcohol use, as long as the device is administered by properly trained professional staff or police. Students who refuse to consent to such requests will be considered in violation of this policy, and will be subject to the disciplinary and rehabilitative consequences associated with the use of a controlled substance. The administrator or designee may request other professionals trained in detecting substance abuse (such as police officers or certificated drug and alcohol counselors) to assist in determining whether a student is under the influence of controlled substances. The administrator or designee will use his/her discretion in reporting students who are determined to be under the influence to local law enforcement.</p> <p>The Superintendent or designee is authorized by the Board to prevent any person from entering Wyomissing Area School District premises who possesses or attempts to distribute, or is under the influence of controlled substances.</p> <p>The Board supports the privileged confidentiality between students and guidance counselors, school nurses, school psychologists, Student Assistance Team members and other school employees or agents employed or contracted by the school district. Confidential communication made to school employees shall not be revealed without student or parent/guardian consent unless the student's best interests are served as determined by school district personnel.</p> <p><u>Off-Campus Activities</u></p> <p><u>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student conduct if any of the following circumstances exist:</u></p> <ol style="list-style-type: none"> <u>1. 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.</u> <u>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</u> <p>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</p>
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<p>5. Guidelines</p> <p>SC 510 Title 22 Sec. 12.3 Pol. 233</p> <p>SC 1303-A</p>	<p><u>operations of the school:</u></p> <p><u>3. 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 Code of Student Conduct if conducted in school.</u></p> <p><u>4. The conduct involves the theft or vandalism of school property.</u></p> <p><u>5. 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.</u></p> <p><u>Policy Violation</u></p> <p>This policy is violated when any student, visitor, guest, or any other person unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes, or attempts to distribute controlled substances on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities in a school vehicle, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of controlled substances. Violation of this policy may result in student discipline up to and including permanent expulsion from the school district.</p> <p><u>The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.</u></p> <p><u>The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.</u></p> <p>Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.</p> <p>No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and informed consent of the student and parent/guardian.</p> <p><u>Searches</u></p>
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227. CONTROLLED SUBSTANCES - Pg. 6

<p>Pol. 226</p>	<p>School authorities may search any school property such as a student's locker or desk along with personal property of the student that is brought into the school district's premises and seize any illegal materials in accordance with district Policy 226.</p> <p><u>Penalties</u></p> <ol style="list-style-type: none"> 1. The principal or his/her designee will be notified immediately of any student who is suspected of violating this policy. 2. The student will be referred by the principal or designee to school medical personnel where appropriate. 3. The student may be sent home or removed from the school to receive medical attention if required. When parent(s)/guardian(s) cannot be reached, the principal or other school authority will decide to obtain medical treatment for the student or to temporarily isolate the student. 4. The principal and/or other school personnel will meet with the student who will be given the opportunity to explain the circumstances related to the possible policy violation. 5. The principal or designee will promptly notify the student's parent(s)/guardian(s) concerning the incident. 6. The principal or designee will seek additional information that could guide disposition of the possible policy violation. 7. The principal or designee, having given reasonable notice, will establish a time to convene an administrative hearing which will include the student, parent(s)/guardian(s) and school representative(s) as assigned by the principal.
<p>Pol. 233</p>	<ol style="list-style-type: none"> 8. Any student found in violation of this policy shall be subject to the disciplinary, evaluation, and treatment requirements as established in the school's Drug and Alcohol Administrative Guideline. All policy violations will include an automatic principal referral to the school's Student Assistance Team at the secondary level or the RTII Team. Students in attendance at school or school functions or on school buses or field trips who have been detected to have the odor, scent, or who demonstrate behaviors associated with drug or alcohol use (see definition section), or who have been determined to have possessed or distributed controlled substances, will be disciplined according to this policy.
<p>Pol. 233</p>	<ol style="list-style-type: none"> 9. The principal will notify the police for appropriate investigation and disposition when a student violates this policy by selling or trafficking. Expulsion

	<p>proceedings may be instituted upon the recommendation of the Superintendent to the Board when students are determined to be selling or trafficking controlled substances on school property at any time or during a school-sponsored event conducted on or off of school property.</p> <p>10. With any offense related to this policy, the Superintendent or his/her designee, in consultation with the Student Assistance Team, may recommend a probationary period after suspension during which time the student shall participate in a district-approved counseling/rehabilitation program. Under such circumstances, the student's return or continuation in school will remain probationary until the Superintendent, his/her designee, and/or the Student Assistance Team has reviewed and approved the student's participation in and/or completion of such program and until the student has complied with all recommendations including a district-approved program of aftercare. Failure to participate in such counseling/rehabilitation program may result in the initiation of expulsion proceedings or the placement of the student in an appropriate alternative education program.</p>
<p>35 P.S. Sec. 807.1, 807.2</p>	<p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under provisions of the law.</p>
	<p>In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.</p>
<p>35 P.S. Sec. 807.1</p>	<p>The Superintendent shall prescribe, implement and enforce rules and regulations.</p>
<p>35 P.S. Sec. 807.2 Pol. 233</p>	<p>Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.</p>
<p>35 P.S. Sec. 807.3</p>	<p>The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations</p>

<p>School Code 510, 1303-A</p> <p>PA Code Title 22 Sec. 12.3, 12.12</p> <p>PA Statute 35 P.S. Sec. 780-101 et seq Sec. 807.1, 807.2, 807.3 42 P.S. Sec. 8337</p> <p>20 U.S.C. Sec. 7161</p> <p>20 U.S.C. Sec. 7114</p> <p>Board Policy 210, 233</p>	<p>include:</p> <ol style="list-style-type: none">1. For a first violation, suspension from school athletics for the remainder of the season.2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.3. For a third violation, permanent suspension from school athletics. <p>No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in a drug counseling, rehabilitation, testing or other program as a condition of reinstatement into a school athletic program.</p>
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SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: November 25, 1996

REVISED:

WYOMISSING AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility SC 1151</p> <p>2 PA C.S.A. Sec. 551 et seq</p>	<p style="text-align: center;">317. DISCIPLINARY PROCEDURES</p> <p>Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.</p> <p><u>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</u></p> <p><u>All District employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</u></p> <p>There shall be established procedures whereby administrative employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.</p> <p>The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including where appropriate, verbal warning, written warning, transfer of employee, suspension or dismissal.</p> <p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.</p> <p>When charges are filed against a professional employee pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code may vote to discharge any such employee or authorize a lesser punishment short of a discharge such as a suspension without pay or lesser degrees of punishment.</p> <p>The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority</p>
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<p>School Code 510, 1122, 1127, 1151</p> <p>PA Statute 2 PA C.S.A. Sec. 551 et seq</p>	<p>of a quorum present at a meeting at which such vote is to be taken.</p> <p><u>Arrest or Conviction Reporting Requirements</u></p> <p><u>Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</u></p> <p><u>An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.</u></p>
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SECTION: ~~PUPILS~~ADMINISTRATIVE
EMPLOYEES

TITLE: RELATIONSHIPS BETWEEN
ADULTS AND STUDENTS

ADOPTED: ~~September 26, 2011~~

~~REVISED: November 7, 2011~~

WYOMISSING AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;">248.1<u>348.1</u>. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS</p> <p>Inappropriate relationships between adults and students are unacceptable at the Wyomissing Area School District. The purpose of this policy is to describe and give examples of the types of behaviors between adults and unrelated students which are inappropriate so that there is no ambiguity about what behaviors are unacceptable.</p> <p>Adult includes all employees, coaches, advisors, volunteers, and third parties who provide services to students on behalf of the District (“Adults”).</p> <p>Responsibility for protecting students from sexual misconduct, abuse and the avoidance of inappropriate relationships between students and adults is shared by the District Superintendent, School Board, teachers, professional employees, staff, District volunteers, parents/guardians and students. Shared responsibility does not mean equal responsibility, however. All Adults can protect themselves from misunderstandings and false accusations by adhering to the following rules on interacting with students.</p> <p>Adults’ communications with students must be transparent, accessible to supervisors, and professional in content and tone at all times.</p> <p>1. In-Person Communication With Students</p> <p>a. Conversations with students should focus on matters related to instruction and school activities. Adults should not initiate discussions about their own private lives, their personal business, or the intimate details of the private lives of unrelated students or people. It is appropriate for Adults to discuss students’ interests, hobbies, activities, etc. in order to engage the student in instruction and school activities. Adults may not behave (including having conversations) with students in ways that could be interpreted as flirtatious, romantic or sexual.</p> <p>b. Adults may not share sexually explicit or obscene jokes-or engage in verbal “kidding” of a sexual nature.</p>
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	<ul style="list-style-type: none">c. Private, one-on-one conversations with students should take place in a place where the student and Adult can be seen, but not necessarily heard by other Adults, such as in a classroom with the hallway door open, in a hallway, or on an athletic field.d. Adults may not conduct an ongoing series of one-on-one meetings with an individual student without the knowledge of the principal. <p>2. Electronic Communications With Students</p> <ul style="list-style-type: none">a. Under most circumstances, one-on-one electronic communications between an Adult and an individual student must be by way of accounts, systems and platforms provided by or accessible to the District, building principal and those in Central Administration (that is, the District’s telephone and computer systems).b. It is recommended that Adults refrain from using personal wireless communication devices to text individual students and do not interact one-on-one with any students through personal online social networking sites.c. It is recommended that generally all e-contacts between Adults and students should be through the District’s computer and telephone system, except in emergency situations.d. All contact messages by coaches and advisors with team or club members shall be sent to all participating team or club members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the school principal and, in the case of teams, the Assistant Principal/Athletic Director.e. Adults may not knowingly engage in online gaming with students unrelated to instruction. <p>3. Physical Contact - Physical contact between Adults and students should always be public, nonsexual and appropriate to the circumstances.</p> <ul style="list-style-type: none">a. Physical contact between Adults and students that is appropriate in the early elementary grades, such as a spontaneous hug, is not appropriate with-older children.b. Physical contact meant to encourage or reassure students, such as a hand on the shoulder or a pat on the back, should be brief and unambiguous in meaning.
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4. Relationships And Social Interactions With Students

Establishing intimate, personal relationships with students is prohibited.

Examples of prohibited Adult conduct include, but is not limited to:

- a. Taking an undue interest in a student (i.e., having a “special” friend or a “special relationship”) with a particular student.
- b. Giving gifts of money to a student without cause and administrative approval.
- c. Engaging in peer-like behavior with students.
- d. Touching students without appropriate reason.
- e. Getting the student out of class repeatedly to visit the teacher or to accompany the teacher for some task.
- f. Talking to the students about the Adult’s problems such as financial, health or marital problems.
- g. Telling the student the Adult’s “secrets” and having “secrets” with the student.
- h. Initiating conversation with the student about the student’s personal problems to the extent that the Adult becomes a confidant of the student when it is not the Adult’s assigned responsibility to do so.
- i. Being alone with the student behind closed doors at school, excluding counselors, psychologists, nurses and any individual whose job description requires a one-on-one setting with the student.
- j. Taking the student on outings without another adult present.
- k. Giving students rides in the Adult’s personal vehicle without approval of the building principal or designee or the parent/guardian.
- l. Initiating or extending contact with students beyond the school day for personal purposes (including but not limited to a professional employee’s tutoring, for pay, a student currently enrolled in a class taught by the professional employee).

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- m. Using e-mail, text-messaging or websites to discuss personal topics or interests with students.
- n. Invading the student's privacy (i.e. being alone with the student in a bathroom, or locker-room, or discussing the student's dating relationships, sexual orientation, or sexual experiences).
- o. Telling sexual jokes in the presence of students.
- p. Engaging in talk containing sexual innuendo or banter in the presence of students.
- q. Talking about sexual topics that are not specifically and directly related to the curriculum.
- r. Showing sexually explicit images and/or pornography to students.
- s. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students (see Policy 248).
- t. Singling out a particular student or students for personal attention and friendship beyond the ordinary professional staff-student relationship.
- u. Being present where students are consuming alcohol, drugs or tobacco.
- v. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, Adults are expected to refer the student to appropriate school resource.
- w. Sending or accompanying students on the Adult's personal or professional errands unrelated to any educational purpose.
- x. Disclosing the Adult's personal, sexual, family, employment concerns, or other private matters to one or more students.
- y. Permitting students to address Adults by their first names, or with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.

	<p>z. Socializing or spending time with students alone, without the permission of the parent/guardian (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities.</p> <p>aa. Giving a student a ride alone in a vehicle in a non-emergency situation requires notification to both the parent/guardian and direct supervisor prior to the occurrence or if not possible, then within twenty-four (24) hours after the occurrence.</p> <p>bb. The initiation or the conduct of carrying out romantic or sexual relationships between District employees or volunteers and students are strictly prohibited, regardless of the age of the student or the proximity in the age of the District employee or volunteer and the student.</p> <p>5. Reporting Apparent Violations</p> <p>Students and their parents/guardians are strongly encouraged to notify the Superintendent, principal or other administrator of concerns that this policy has been violated in letter or spirit.</p> <p>All Adults and independent contractors are required to promptly notify the Superintendent, principal (or other administrator), if they become aware of a situation that may constitute a violation of this policy.</p> <p>6. Disciplinary Action</p> <p>District employees' violations of this policy may result in a disciplinary action up to and including dismissal. For licensed or certified employees and independent contractors, the violation may also be reported to the Pennsylvania Department of Education. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the Boards' policy on Reporting Child Abuse and Neglect.</p> <p>Volunteers who violate this policy will be prohibited from volunteering for an appropriate period of time, as determined by the Superintendent or designee.</p> <p>7. Awareness</p> <p>All Adults will review this policy and direct any questions to their immediate supervisor within ninety (90) days of the adoption of this policy.</p>
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At the beginning of each school year, students and their parents/guardians will be notified of the existence of this policy, and of their shared responsibility to prevent inappropriate relationships between adults and students.

8. Dissemination Of Policy

This policy shall be included on the District website and shall be described in all District employee, student and volunteer handbooks.

The policy and any procedures developed to implement the policy shall be given to all adults via e-mail or hard copy at least once a year.

References:

Board Policy - 248

	<p><u>An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.</u></p>
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WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS PROFESSIONAL
EMPLOYEES

TITLE: RELATIONSHIPS BETWEEN
ADULTS AND STUDENTS

ADOPTED: September 26, 2011

~~REVISED: November 7, 2011~~

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;"><u>248.1448.1</u>. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS</p> <p>Inappropriate relationships between adults and students are unacceptable at the Wyomissing Area School District. The purpose of this policy is to describe and give examples of the types of behaviors between adults and unrelated students which are inappropriate so that there is no ambiguity about what behaviors are unacceptable.</p> <p>Adult includes all employees, coaches, advisors, volunteers, and third parties who provide services to students on behalf of the District (“Adults”).</p> <p>Responsibility for protecting students from sexual misconduct, abuse and the avoidance of inappropriate relationships between students and adults is shared by the District Superintendent, School Board, teachers, professional employees, staff, District volunteers, parents/guardians and students. Shared responsibility does not mean equal responsibility, however. All Adults can protect themselves from misunderstandings and false accusations by adhering to the following rules on interacting with students.</p> <p>Adults’ communications with students must be transparent, accessible to supervisors, and professional in content and tone at all times.</p> <p>1. In-Person Communication With Students</p> <p>a. Conversations with students should focus on matters related to instruction and school activities. Adults should not initiate discussions about their own private lives, their personal business, or the intimate details of the private lives of unrelated students or people. It is appropriate for Adults to discuss students’ interests, hobbies, activities, etc. in order to engage the student in instruction and school activities. Adults may not behave (including having conversations) with students in ways that could be interpreted as flirtatious, romantic or sexual.</p> <p>b. Adults may not share sexually explicit or obscene jokes-or engage in verbal “kidding” of a sexual nature.</p>
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	<ul style="list-style-type: none">c. Private, one-on-one conversations with students should take place in a place where the student and Adult can be seen, but not necessarily heard by other Adults, such as in a classroom with the hallway door open, in a hallway, or on an athletic field.d. Adults may not conduct an ongoing series of one-on-one meetings with an individual student without the knowledge of the principal. <p>2. Electronic Communications With Students</p> <ul style="list-style-type: none">a. Under most circumstances, one-on-one electronic communications between an Adult and an individual student must be by way of accounts, systems and platforms provided by or accessible to the District, building principal and those in Central Administration (that is, the District’s telephone and computer systems).b. It is recommended that Adults refrain from using personal wireless communication devices to text individual students and do not interact one-on-one with any students through personal online social networking sites.c. It is recommended that generally all e-contacts between Adults and students should be through the District’s computer and telephone system, except in emergency situations.d. All contact messages by coaches and advisors with team or club members shall be sent to all participating team or club members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the school principal and, in the case of teams, the Assistant Principal/Athletic Director.e. Adults may not knowingly engage in online gaming with students unrelated to instruction. <p>3. Physical Contact - Physical contact between Adults and students should always be public, nonsexual and appropriate to the circumstances.</p> <ul style="list-style-type: none">a. Physical contact between Adults and students that is appropriate in the early elementary grades, such as a spontaneous hug, is not appropriate with-older children.b. Physical contact meant to encourage or reassure students, such as a hand on the shoulder or a pat on the back, should be brief and unambiguous in meaning.
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4. Relationships And Social Interactions With Students

Establishing intimate, personal relationships with students is prohibited.

Examples of prohibited Adult conduct include, but is not limited to:

- a. Taking an undue interest in a student (i.e., having a “special” friend or a “special relationship”) with a particular student.
- b. Giving gifts of money to a student without cause and administrative approval.
- c. Engaging in peer-like behavior with students.
- d. Touching students without appropriate reason.
- e. Getting the student out of class repeatedly to visit the teacher or to accompany the teacher for some task.
- f. Talking to the students about the Adult’s problems such as financial, health or marital problems.
- g. Telling the student the Adult’s “secrets” and having “secrets” with the student.
- h. Initiating conversation with the student about the student’s personal problems to the extent that the Adult becomes a confidant of the student when it is not the Adult’s assigned responsibility to do so.
- i. Being alone with the student behind closed doors at school, excluding counselors, psychologists, nurses and any individual whose job description requires a one-on-one setting with the student.
- j. Taking the student on outings without another adult present.
- k. Giving students rides in the Adult’s personal vehicle without approval of the building principal or designee or the parent/guardian.
- l. Initiating or extending contact with students beyond the school day for personal purposes (including but not limited to a professional employee’s tutoring, for pay, a student currently enrolled in a class taught by the professional employee).

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- m. Using e-mail, text-messaging or websites to discuss personal topics or interests with students.
- n. Invading the student's privacy (i.e. being alone with the student in a bathroom, or locker-room, or discussing the student's dating relationships, sexual orientation, or sexual experiences).
- o. Telling sexual jokes in the presence of students.
- p. Engaging in talk containing sexual innuendo or banter in the presence of students.
- q. Talking about sexual topics that are not specifically and directly related to the curriculum.
- r. Showing sexually explicit images and/or pornography to students.
- s. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students (see Policy 248).
- t. Singling out a particular student or students for personal attention and friendship beyond the ordinary professional staff-student relationship.
- u. Being present where students are consuming alcohol, drugs or tobacco.
- v. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, Adults are expected to refer the student to appropriate school resource.
- w. Sending or accompanying students on the Adult's personal or professional errands unrelated to any educational purpose.
- x. Disclosing the Adult's personal, sexual, family, employment concerns, or other private matters to one or more students.
- y. Permitting students to address Adults by their first names, or with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.

- z. Socializing or spending time with students alone, without the permission of the parent/guardian (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities.
- aa. Giving a student a ride alone in a vehicle in a non-emergency situation requires notification to both the parent/guardian and direct supervisor prior to the occurrence or if not possible, then within twenty-four (24) hours after the occurrence.
- bb. The initiation or the conduct of carrying out romantic or sexual relationships between District employees or volunteers and students are strictly prohibited, regardless of the age of the student or the proximity in the age of the District employee or volunteer and the student.

5. Reporting Apparent Violations

Students and their parents/guardians are strongly encouraged to notify the Superintendent, principal or other administrator of concerns that this policy has been violated in letter or spirit.

All Adults and independent contractors are required to promptly notify the Superintendent, principal (or other administrator), if they become aware of a situation that may constitute a violation of this policy.

6. Disciplinary Action

District employees' violations of this policy may result in a disciplinary action up to and including dismissal. For licensed or certified employees and independent contractors, the violation may also be reported to the Pennsylvania Department of Education. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the Boards' policy on Reporting Child Abuse and Neglect.

Volunteers who violate this policy will be prohibited from volunteering for an appropriate period of time, as determined by the Superintendent or designee.

7. Awareness

All Adults will review this policy and direct any questions to their immediate supervisor within ninety (90) days of the adoption of this policy.

At the beginning of each school year, students and their parents/guardians will be notified of the existence of this policy, and of their shared responsibility to prevent inappropriate relationships between adults and students.

8. Dissemination Of Policy

This policy shall be included on the District website and shall be described in all District employee, student and volunteer handbooks.

The policy and any procedures developed to implement the policy shall be given to all adults via e-mail or hard copy at least once a year.

References:

Board Policy - 248

SECTION: CLASSIFIED EMPLOYEES
 TITLE: DISCIPLINARY PROCEDURES
 ADOPTED: November 25, 1996
 REVISED:

WYOMISSING AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>Act 353 of 1968</p>	<p style="text-align: center;">517. DISCIPLINARY PROCEDURES</p> <p>Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules and uniform penalties and disciplinary procedures for violations.</p> <p><u>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</u></p> <p><u>All District employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</u></p> <p>There shall be established procedures whereby classified employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.</p> <p>The Superintendent shall prepare and promulgate Disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension and dismissal <u>For Confidential Support Staff, the Superintendent or designee shall prepare and promulgate disciplinary rules for violations of District policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension and dismissal. For the classified employees that unionized, disciplinary rules for violations of District policies and rules are outlined in Article 5 of the Agreement between the District and District Council 88 Local 1615 of the American Federation of State, County and Municipal Employees, AFL-CIO.</u></p> <p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.</p>
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Other Cite
Act 353 of 1968

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.

WYOMISSING AREA SCHOOL DISTRICT

SECTION: ~~PUPILS~~CLASSIFIED
EMPLOYEES

TITLE: RELATIONSHIPS BETWEEN
ADULTS AND STUDENTS

ADOPTED: ~~September 26, 2011~~

~~REVISED: November 7, 2011~~

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;">248-1548.1 <u>248-1548.1</u>. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS</p> <p>Inappropriate relationships between adults and students are unacceptable at the Wyomissing Area School District. The purpose of this policy is to describe and give examples of the types of behaviors between adults and unrelated students which are inappropriate so that there is no ambiguity about what behaviors are unacceptable.</p> <p>Adult includes all employees, coaches, advisors, volunteers, and third parties who provide services to students on behalf of the District (“Adults”).</p> <p>Responsibility for protecting students from sexual misconduct, abuse and the avoidance of inappropriate relationships between students and adults is shared by the District Superintendent, School Board, teachers, professional employees, staff, District volunteers, parents/guardians and students. Shared responsibility does not mean equal responsibility, however. All Adults can protect themselves from misunderstandings and false accusations by adhering to the following rules on interacting with students.</p> <p>Adults’ communications with students must be transparent, accessible to supervisors, and professional in content and tone at all times.</p> <p>1. In-Person Communication With Students</p> <p>a. Conversations with students should focus on matters related to instruction and school activities. Adults should not initiate discussions about their own private lives, their personal business, or the intimate details of the private lives of unrelated students or people. It is appropriate for Adults to discuss students’ interests, hobbies, activities, etc. in order to engage the student in instruction and school activities. Adults may not behave (including having conversations) with students in ways that could be interpreted as flirtatious, romantic or sexual.</p> <p>b. Adults may not share sexually explicit or obscene jokes-or engage in verbal “kidding” of a sexual nature.</p>
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	<ul style="list-style-type: none">c. Private, one-on-one conversations with students should take place in a place where the student and Adult can be seen, but not necessarily heard by other Adults, such as in a classroom with the hallway door open, in a hallway, or on an athletic field.d. Adults may not conduct an ongoing series of one-on-one meetings with an individual student without the knowledge of the principal. <p>2. Electronic Communications With Students</p> <ul style="list-style-type: none">a. Under most circumstances, one-on-one electronic communications between an Adult and an individual student must be by way of accounts, systems and platforms provided by or accessible to the District, building principal and those in Central Administration (that is, the District’s telephone and computer systems).b. It is recommended that Adults refrain from using personal wireless communication devices to text individual students and do not interact one-on-one with any students through personal online social networking sites.c. It is recommended that generally all e-contacts between Adults and students should be through the District’s computer and telephone system, except in emergency situations.d. All contact messages by coaches and advisors with team or club members shall be sent to all participating team or club members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the school principal and, in the case of teams, the Assistant Principal/Athletic Director.e. Adults may not knowingly engage in online gaming with students unrelated to instruction. <p>3. Physical Contact - Physical contact between Adults and students should always be public, nonsexual and appropriate to the circumstances.</p> <ul style="list-style-type: none">a. Physical contact between Adults and students that is appropriate in the early elementary grades, such as a spontaneous hug, is not appropriate with-older children.b. Physical contact meant to encourage or reassure students, such as a hand on the shoulder or a pat on the back, should be brief and unambiguous in meaning.
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4. Relationships And Social Interactions With Students

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Examples of prohibited Adult conduct include, but is not limited to:

- a. Taking an undue interest in a student (i.e., having a “special” friend or a “special relationship”) with a particular student.
- b. Giving gifts of money to a student without cause and administrative approval.
- c. Engaging in peer-like behavior with students.
- d. Touching students without appropriate reason.
- e. Getting the student out of class repeatedly to visit the teacher or to accompany the teacher for some task.
- f. Talking to the students about the Adult’s problems such as financial, health or marital problems.
- g. Telling the student the Adult’s “secrets” and having “secrets” with the student.
- h. Initiating conversation with the student about the student’s personal problems to the extent that the Adult becomes a confidant of the student when it is not the Adult’s assigned responsibility to do so.
- i. Being alone with the student behind closed doors at school, excluding counselors, psychologists, nurses and any individual whose job description requires a one-on-one setting with the student.
- j. Taking the student on outings without another adult present.
- k. Giving students rides in the Adult’s personal vehicle without approval of the building principal or designee or the parent/guardian.
- l. Initiating or extending contact with students beyond the school day for personal purposes (including but not limited to a professional employee’s tutoring, for pay, a student currently enrolled in a class taught by the professional employee).

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- m. Using e-mail, text-messaging or websites to discuss personal topics or interests with students.
- n. Invading the student's privacy (i.e. being alone with the student in a bathroom, or locker-room, or discussing the student's dating relationships, sexual orientation, or sexual experiences).
- o. Telling sexual jokes in the presence of students.
- p. Engaging in talk containing sexual innuendo or banter in the presence of students.
- q. Talking about sexual topics that are not specifically and directly related to the curriculum.
- r. Showing sexually explicit images and/or pornography to students.
- s. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students (see Policy 248).
- t. Singling out a particular student or students for personal attention and friendship beyond the ordinary professional staff-student relationship.
- u. Being present where students are consuming alcohol, drugs or tobacco.
- v. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, Adults are expected to refer the student to appropriate school resource.
- w. Sending or accompanying students on the Adult's personal or professional errands unrelated to any educational purpose.
- x. Disclosing the Adult's personal, sexual, family, employment concerns, or other private matters to one or more students.
- y. Permitting students to address Adults by their first names, or with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.

	<p>z. Socializing or spending time with students alone, without the permission of the parent/guardian (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities.</p> <p>aa. Giving a student a ride alone in a vehicle in a non-emergency situation requires notification to both the parent/guardian and direct supervisor prior to the occurrence or if not possible, then within twenty-four (24) hours after the occurrence.</p> <p>bb. The initiation or the conduct of carrying out romantic or sexual relationships between District employees or volunteers and students are strictly prohibited, regardless of the age of the student or the proximity in the age of the District employee or volunteer and the student.</p> <p>5. Reporting Apparent Violations</p> <p>Students and their parents/guardians are strongly encouraged to notify the Superintendent, principal or other administrator of concerns that this policy has been violated in letter or spirit.</p> <p>All Adults and independent contractors are required to promptly notify the Superintendent, principal (or other administrator), if they become aware of a situation that may constitute a violation of this policy.</p> <p>6. Disciplinary Action</p> <p>District employees' violations of this policy may result in a disciplinary action up to and including dismissal. For licensed or certified employees and independent contractors, the violation may also be reported to the Pennsylvania Department of Education. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the Boards' policy on Reporting Child Abuse and Neglect.</p> <p>Volunteers who violate this policy will be prohibited from volunteering for an appropriate period of time, as determined by the Superintendent or designee.</p> <p>7. Awareness</p> <p>All Adults will review this policy and direct any questions to their immediate supervisor within ninety (90) days of the adoption of this policy.</p>
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At the beginning of each school year, students and their parents/guardians will be notified of the existence of this policy, and of their shared responsibility to prevent inappropriate relationships between adults and students.

8. Dissemination Of Policy

This policy shall be included on the District website and shall be described in all District employee, student and volunteer handbooks.

The policy and any procedures developed to implement the policy shall be given to all adults via e-mail or hard copy at least once a year.

References:

Board Policy - 248

WYOMISSING AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: SCHOOL ACTIVITIES FUNDS

ADOPTED: November 25, 1996

REVISED: [May 21, 2007](#)

	<p style="text-align: center;">618. SCHOOL ACTIVITIES FUNDS</p> <p>1. Purpose SC 511 A district-wide policy is established for the control and management of the various student activity funds authorized by the Board of School Directors in accordance with Section 511 of the Public School Code of 1949.</p> <p>2. Authority SC 511 The legislative mandate for student activities is contained in Section 511 of the PA School Code of 1949 and clearly indicates that student activities funds policy shall provide:</p> <ol style="list-style-type: none"> 1. Reasonable rules and regulations regarding student activities. 2. Procedures for organization, management, supervision, control, financing, and auditing of student activities. <p>3. Guidelines <u>General Principles</u> Student activities funds will be administered in accordance with Board policy and specific written procedures developed by the Director of Business Affairs or designee. These procedures will provide direction in the areas of management, general operating procedures, and accounting procedures. Student activities funds will be used for one (1) purpose – to promote the general welfare, education and morale of all of the students and to finance the normal, legitimate, extracurricular activities of the various individual student activity groups. They are to be used to finance a program of activities not a part of the regular curriculum and cannot be used to circumvent other management or purchasing decisions made for the school district. The use of activity funds to pay for expenses of the general fund is prohibited. Prohibited expenditures shall include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Repairs and maintenance of district-owned equipment. 2. Teaching supplies, school supplies, office supplies, custodial supplies, and books.
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<p>SC 440.1, 623</p>	<ol style="list-style-type: none"> 3. Memberships for club advisor or other staff members. 4. Gifts or loans to district employees. 5. Salaries for services which are the responsibility of the school district. <p>All funds derived from an individual student activity as a whole must be expended to promote the general welfare, education and morale of all of the students.</p> <p>Funds not derived from the students must be recorded elsewhere and shall not be commingled with student activity funds, e.g., faculty, PTA, booster organizations or other outside organizations' funds.</p> <p>No principal, faculty advisor, or other district employee shall maintain a checking account or other cash fund for students that is not a properly approved student activity fund account. Funds must be deposited in approved district bank depositories.</p> <p>These funds will be collected and disbursed under the general direction of a group's faculty advisor; however, the advisor must involve in the decision-making process to expend these monies the students who are responsible for generating the revenue for approved projects. Participation by students must be supported by minutes, student signatures on purchase orders, requisitions, <u>deposits</u>, and check requests.</p> <p><u>Organizational Responsibilities</u></p> <p>The organizational hierarchy and positional responsibilities for the Student Activity Fund are outlined below.</p>
<p>Pol. 811</p>	<ol style="list-style-type: none"> 1. The Board of School Directors is responsible for establishment of policies in conformance with state laws. 2. The Superintendent is responsible for implementing policies and establishing administrative regulations for student activities funds. 3. The principal of each building is responsible for working with students and the professional staff in implementing policies and regulations and administering fiscal procedures. 4. The Director of Business Affairs is responsible for prescribing appropriate accounting procedures and for internal auditing of student activities funds.

5. Personnel in the Business Office are responsible for maintaining appropriate fiscal records. Adequate bonding per 24 P.S. & 5-511(d) covering the custodian of funds is required.
6. Students who choose to participate in various activities should be involved in the fiscal management of those activities. This is a learning activity which may benefit interested students. Each activity group will elect a student president and treasurer to work with a faculty advisor in carrying out financial procedures that are established. At the beginning of each school year, the Business Office shall receive from the building principals for approval by the Board a list of the student organizations/clubs, the faculty advisors, and the names of the student officers. When the activity or organization is district-wide or supported by the general student body, the following organizational guidelines shall apply:
 - a. Jr.-Sr. High School: There shall be one (1) High School Student Body Activities Account for receipt and disbursements of these Jr.-Sr. High School monies which shall be under the control of the Student Council.
 - b. West Reading Elementary Center: There shall be one (1) West Reading Elementary Center Student Body Activities Account for receipt and disbursements of these West Reading Elementary Center monies which shall be under the control of the Student Council. A committee comprised of the principal and two (2) faculty representatives will be appointed annually to administer these funds. The principal shall serve as chairperson and the committee will annually elect a treasurer.
 - c. Wyomissing Hills Elementary Center: There shall be one (1) Wyomissing Hills Elementary Center Student Body Activities Account for receipt and disbursements of these Wyomissing Hills Elementary Center monies which shall be under the control of a committee comprised of the principal and two (2) faculty representatives that will be appointed annually to administer these funds. The principal shall serve as chairperson and the committee will annually elect a treasurer. The committee is required to seek student input into all operations of the committee and have student approval of disbursement of funds.
7. Each organization shall be guided by an employee of the District who shall be duly appointed by the Board and shall be designated as the organization advisor. In most instances the advisor will be the employee appointed by the Board to fill the extracurricular position for that specific activity. The duties of the advisor shall include, but not be limited to, the following:
 - a. Generate interest in the organization among the student body.

- b. Conduct elections of officers of the organization.
- c. Call and organize meetings as necessary to conduct the business of the group.
- d. Provide guidance and assistance to the students as needed.
- e. Approve all disbursements or transfers of funds of the organization before they are made.

General Operating Procedures

Establishment Of Funds –

1. Student activity funds shall be established only under the express authorization of the Board as contained in the approved minutes of said Board.
2. Board action will be taken only upon the submission of a "Request to Establish a Student Activity" form.
3. Two (2) copies of the request are to be submitted for Board approval. The original will be retained as part of the Board minutes; the copy will be returned to the sponsoring administrator as notification of the Board action taken.
4. Since numerous funds exist at the time this policy is adopted, each existing fund will be required to submit a "Request to Establish a Student Activity" form within thirty (30) calendar days of the new school year.

Fundraising –

1. All fundraising projects shall be for the benefit of the students attending the Wyomissing Area School District.
2. In order to provide administrative control over the extensive fundraising activities promoted by the various school and school-related organizations, each school fundraising project must be approved by the building principal prior to the event.
3. School-Wide Fundraiser – Gulliver’s Account:
 - a. The Gulliver’s Account is designated and operated as a sub-account of the Student Council for the purpose of providing individual student spending accounts.

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| | <ul style="list-style-type: none">b. Revenues earned from school-wide fundraisers only will be deposited in this account; e.g. school-wide magazine sale. Monies earned by students through other Student Activity Fund accounts fundraisers cannot be transferred into this account for students' use.c. Permitted expenditures by students from their individual Gulliver accounts shall include the following:<ul style="list-style-type: none">1) Field trip expenses.2) Yearbook purchases.3) Prom and expenses.4) Graduation cap and gown.5) SAT and other school-related fees.d. At the beginning of each school year, the Student Council Advisor shall notify students and parents/guardians of the following:<ul style="list-style-type: none">1) Name of the selected fundraiser.2) Procedures for student spending.3) Procedures for pro-rating of account interest.4) With the exception of seniors, student account balances can be carried over to the following year.e. At the end of each school year, the Student Council Advisor shall notify students and parents/guardians of the following:<ul style="list-style-type: none">1) Individual student's end of year account balance.2) Seniors unused account balances will be transferred to the Student Council Fund after graduation. <p>4. In-school sales of food, snacks or the operation of school stores or vending machines shall not conflict with cafeteria sales as prohibited in the National School Lunch Policy.</p> |
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5. Funds must be deposited in approved District bank depositories. No principal, faculty advisor, coach, or other District employee shall be allowed to maintain a checking account or other cash fund for monies earned by students in a school fundraising project. These funds shall be accounted for and reported according to the provisions of this policy. Only PTA funds are accepted.
6. Pennsylvania Sales Tax Law prohibits school-related organizations (PTA's, band boosters and similar organizations) from using the school's sales tax exemption number in connection with purchases they make. School-related organizations are also not permitted to use the school's employer tax identification number to establish bank accounts.

Commissions And Fees –

1. Commissions received on the sales of student pictures in the Jr.-Sr. High School will be deposited in the Student Body Activities Account.
2. All fines and fees must be deposited in the general fund and not go through the student activities fund. This includes but is not limited to library fines, reimbursements for lost books, and fees for industrial arts projects. It will be the responsibility of the person who is collecting the fines or fees to maintain a receipt log of all monies collected which is signed by the student indicating the amount paid.
3. Profits earned from student book fairs will be deposited in the General Fund.

Closing Activity Funds –

1. No fund shall be closed nor an organization disbanded until a "Request to Close a Student Activity" form has been submitted to the Business Office with appropriate signature approvals.
2. A major part of the disbanding of any organization will be the disposition of any funds accruing to that organization. It will be the responsibility of the building principal to ensure that the organization officers or the advisory committee have been consulted and has approved the distribution, transfer or expenditure of such funds before any disposition is made. The funds must be used for or committed to a proper educationally related purpose prior to the dissolution of the organization or as soon as reasonably possible thereafter, but in no case longer than one (1) year. Any unused or uncommitted funds inactive for one (1) year after dissolution shall be deemed to have been committed and transferred to the Student Body Activities Account.

<p>Pol. 619</p>	<p>3. Graduating classes must use or commit to a proper educationally-related purpose the unexpended balance of its account prior to graduation or as soon as reasonably possible thereafter, but in no case longer than one (1) year after graduation. The funds cannot be transferred to their own class bank account for class reunions or other post-graduate affairs. Monies left unused or uncommitted one (1) year after graduation shall be transferred to the Student Council Account by the Business Office.</p> <p>The accounting system for all the student activities fund accounts shall be maintained by personnel in the Business Office. The Business Office shall deposit the funds in a depository approved by the Board, shall submit monthly financial statements to the Board and student activities fund advisors, and shall submit the account to be audited annually in like manner as the other accounts of the school district.</p> <p><i>Auditing –</i></p> <ol style="list-style-type: none">1. The Director of Business Affairs shall be responsible for performing internal audits of building level accounting practices to determine if these practices are in conformance with state laws and district policies.2. The Board shall employ independent auditors, preferably certified public accountants, to perform external audits of Student Activities Funds. <p>References:</p> <p>School Code – 24 P.S. Sec. 440.1, 511, 623</p> <p>Board Policy – 619, 811</p>
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