

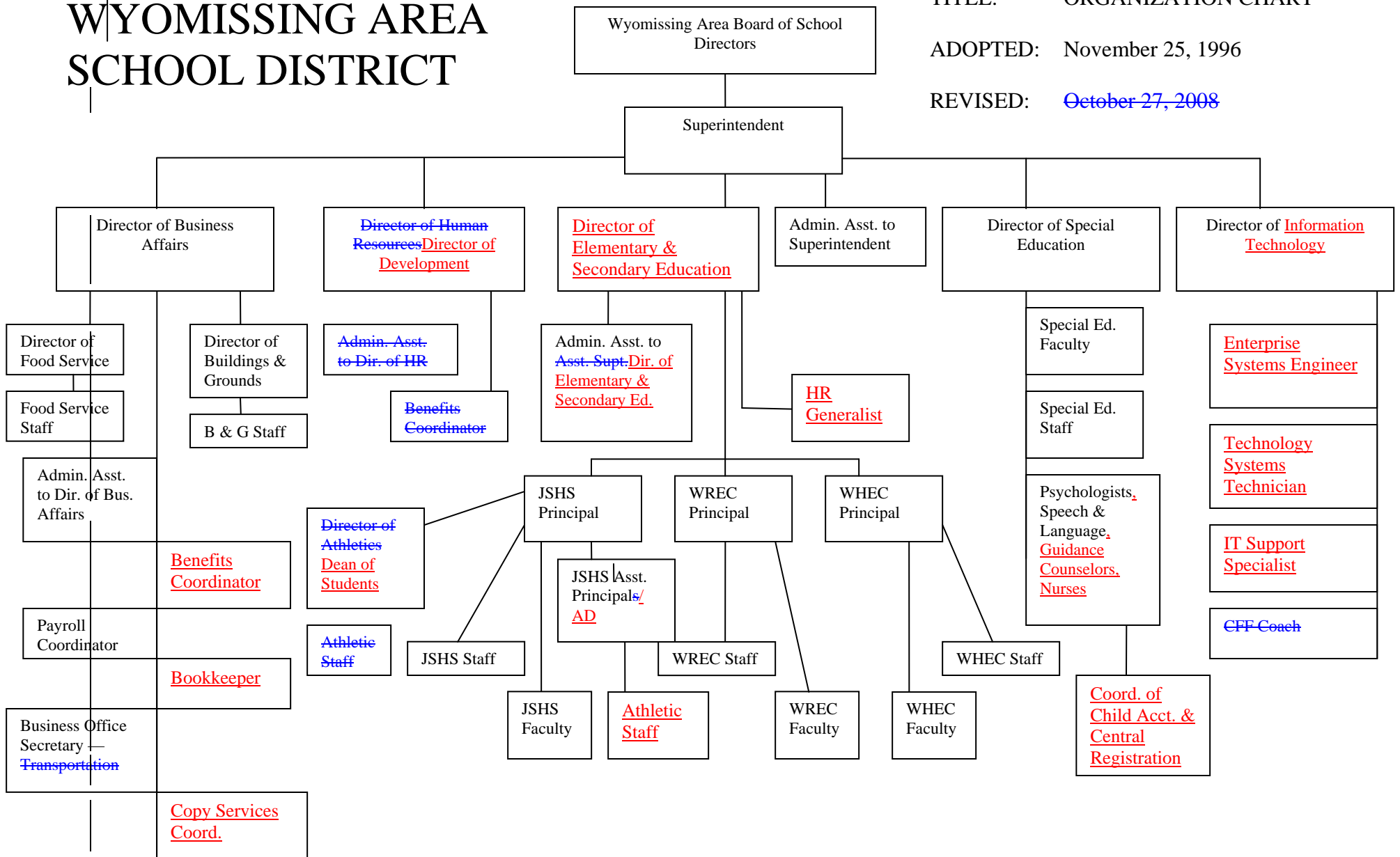
SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION CHART

ADOPTED: November 25, 1996

REVISED: October 27, 2008

WYOMISSING AREA SCHOOL DISTRICT



WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: November 25, 1996

REVISED: ~~October 23, 2006~~

221. DRESS AND GROOMING	
<p>1. Purpose</p>	<p>The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.</p> <p><u>It is the policy of the Board to ensure that guidelines are in place concerning the appropriate grooming and attire of students that will insure the safety of all students, as well as to provide a positive learning environment for all students that is free from disruption and distractions to the learning process during the school day.</u></p> <p><u>It is also the intent of this policy to:</u></p> <ol style="list-style-type: none"> <u>1. Promote dress standards appropriate to the job of learning.</u> <u>2. Promote pride in oneself, the school, and the community at large.</u> <u>3. Promote self-discipline through enhanced self-image.</u> <u>4. Help students to take more responsibility for their own actions and personal standards.</u>
<p>2. Authority</p> <p>SC 1317.3 Title 22 Sec. 12.11</p> <p>Title 22 Sec. 12.11</p>	<p>The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health, safety hazard or are otherwise inappropriate.</p> <p><u>Required Clothing for Certain Activities</u></p> <p><u>Students may be required to wear certain types of clothing, safety equipment, and/or standard approved uniforms while participating in physical education classes, labs, sports activities, or other situations where special attire may be required to insure the health or safety of the student.</u></p> <p><u>Students may be required to wear standard approved uniforms, in a prescribed fashion, while participating in certain voluntary co-curricular activities such as sports, band, chorus, cheerleading, etc.</u></p> <p><u>Students in lab areas, in physical education class, or participating in sports, must wear shoes that completely cover the feet, and are appropriate to the activity being conducted.</u></p>

3. Delegation of Responsibility

~~Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of students.~~

Student Responsibility

It shall be the responsibility of all students of the District to comply with the guidelines below and keep themselves neat, clean, and well-groomed while attending school and school related activities.

Parental Responsibility

It is the responsibility of parents/guardians to ensure that their child/children dress in conformity with the requirements of this policy. It is the recommendation of professional school personnel that parents/guardians hold their children to the highest standard in regard to school attire. Parents/guardians should support the Board's efforts to create a level playing field for all students and reduce many existing distractions, disruptions, and safety concerns relating to student attire. Parents/guardians should further support the Board's efforts to create a more serious educational environment that is conducive to learning and which helps to prepare Wyomissing Area's students for future success in the professional workplace.

Staff Responsibilities

School personnel, including substitutes, should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to the School Attire Policy.

Permitted Attire

In order to support an atmosphere of high academic standards and safe schools, the Wyomissing Area School District requires the following attire:

Boys Grades K-6

Tops: Polo shirts, turtlenecks, dress shirts (long or short sleeves), T-shirts, sweatshirts or sweaters.

Bottoms: Casual or dress pants, jeans or shorts. Sweatpants may be worn in grades K-4, but only on gym class days in grades 5-6. (No low riding pants or shorts of any kind that expose the student's undergarments or skin; no pajama pants or oversized bottoms. No pants that are torn as a fashion statement). Shorts must be an appropriate length and not interfere with the educational process.

Shoes: Shoes, boots or sneakers. (No steel toed work boots of any kind except as required by an educational program.)

All clothing is sized appropriately

Boys Grades 7-12

Tops: Polo shirts, turtlenecks, dress shirts (long or short sleeves), T-shirts, sweatshirts or sweaters. All tops must have sleeves.

Bottoms: Casual or dress pants, jeans or shorts. (No low riding pants or shorts of any kind that expose the student's undergarments or skin; no nylon sweatpants unless part of a school-issued athletic uniform worn on game days; no pajama pants, sweatpants, or oversized bottoms. No pants that are torn as a fashion statement). Shorts must be an appropriate length and not interfere with the educational process.
Shoes: Shoes, boots or sneakers. (No steel toed work boots of any kind except as required by an educational program.)

All clothing is sized appropriately

Girls Grades K-6

Tops: Polo shirts, turtlenecks, blouses (long or short sleeves), T-shirts, sweatshirts or sweaters.

Bottoms: Casual or dress pants, jeans, shorts, skorts, jumpers or dresses.

Sweatpants may be worn in grades K-4, but only on gym class days in grades 5-6. (No low riding pants of any kind that expose the student's undergarments or skin; no pajama pants or oversized bottoms. No pants that are torn as a fashion statement.)

Leggings and jeggings may be worn under skirts and dresses. Shorts, skirts, and dresses must be an appropriate length and not interfere with the educational process.

Socks: Socks, tights or pantyhose may be worn.

Shoes: Shoes, boots or sneakers. (No steel toed work boots of any kind.)

All clothing is sized appropriately.

Girls Grades 7-12

Tops: Polo shirts, turtlenecks, blouses (long or short sleeves), T-shirts, sweatshirts or sweaters.

Bottoms: Casual or dress pants, jeans, shorts, skorts, jumpers or dresses. (No nylon sweatpants unless part of a school-issued athletic uniform worn on game days; no low riding pants of any kind that expose a student's undergarments or skin; no pajama pants, sweatpants, or oversized bottoms. No pants that are torn as a fashion statement.) Leggings and jeggings may be worn under skirts and dresses. Shorts, skirts, and dresses must be an appropriate length and not interfere with the educational process.

Socks: Socks, tights or pantyhose may be worn.

Shoes: Shoes, boots or sneakers. (No steel toed work boots of any kind except as required by educational programs.)

All clothing is sized appropriately.

Prohibited Attire

1. Attire or accessories that contain messages or images that would tend to be offensive or disruptive to the educational process, including racist messages or images; sexist messages or images; messages or images promoting the use of drugs, alcohol, or tobacco; profane or pornographic messages or images; messages that incite violence or constitute "fighting words;" or attire or accessories that promote or signify gang affiliation.

2. See-through clothing, clothing revealing bare midriffs, tank tops with less than 2" wide straps, halter tops, tube tops, undershirts or underpants worn as outer garments, clothing that exposes cleavage, exposed clothing made of spandex material, or clothing worn in such a manner as to expose undergarments or skin.
3. Bare feet, bedroom slippers, roller blades, roller skates, jellies, open-toed shoes at the elementary grade levels, or footwear that mars floors, causes excessive noise, or creates a safety hazard including but not limited to footwear that is loose fitting, has untied laces, excessively high platforms, or excessively high heels.
4. Head coverings of any kind, including but not limited to bandanas, visors, athletic sweatbands, hats, caps, earmuffs, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.
5. Spikes or studded bracelets, multi-finger rings, belts or chains or any other articles of attire with spikes or studs attached, oversized metal belt buckles, or any other items of clothing or jewelry that may present a safety hazard to the student, other students or staff.
6. Coats, jackets, windbreakers, oversized down vests, oversized hooded sweatshirts (zip or pullover) or other attire normally worn as outerwear shall not be worn, carried or kept in the classroom during regular school hours. Outerwear must be secured in the student's locker before school starts.
7. Sunglasses, headphones, or other electronic devices not prescribed for educational or medical purposes, or goggles, whether worn or carried.

Exceptions to prohibited attire may be made for items worn for medical reasons, worn as part of a student's religious beliefs, or at the teacher's discretion due to environmental or educational needs.

Enforcement of this Policy

The homeroom or first period teacher is responsible for monitoring the initial compliance with this policy on a day-to-day basis.

However, it is the expectation that all staff members support and enforce the code of dress guidelines of this policy, throughout the school day, and while students are on school grounds or participating in school activities.

The administration reserves the right to pass final judgment on issues involving this policy.

<p>Title 22 Sec. 12.11</p>	<p><u>It will be the responsibility of the administrator of each building to insure that the provisions of this policy are effectively communicated to all staff, students, and their parents/guardians through the student handbook, District website, and/or any other means that may be appropriate at the discretion of the administration.</u></p> <p><u>It is also the responsibility of each building administrator to enforce this policy in its entirety.</u></p> <p><u>The Administration has established guidelines of appropriate disciplinary actions for violations of this policy.</u></p> <p>The building principal or designee shall be responsible for monitoring student dress and grooming, and for enforcing Board policy and school rules governing student dress and grooming.</p> <p>The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the students' taste and individuality.</p>
<p>Pol. 325, 425, 525</p>	<p><u>Grievance Process</u> <u>Administrative Review</u> <u>Students who believe that their school has not reasonably accommodated their bona fide religious, health or right of free expression, may submit a written objection themselves or through their parents/guardians to the building principal. The principal shall respond in writing to the student and parents/guardians within fourteen (14) days. Students or parents/guardians who are dissatisfied with the principal's response may submit a written appeal to the Wyomissing Area Board of School Directors. The Board or its designee may request such additional information from the school, student, and/or parents/guardians as it deems necessary.</u></p> <p>Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.11</p> <p>Board Policy – 325, 425, 525</p>

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: November 25, 1996

REVISED: ~~June 25, 2007~~

WYOMISSING AREA SCHOOL DISTRICT

805. EMERGENCY PREPAREDNESS	
<p>1. Purpose</p>	<p>The Board recognizes its responsibility to safeguard the health and welfare of District students and employees. Therefore, the District shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.</p>
<p>2. Authority 35 Pa. C.S.A. Sec. 7701</p>	<p>The District, in cooperation with the local Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.</p> <p>The District shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p>
<p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p>	<p>The Superintendent shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>

<p>4. Guidelines 35 Pa. C.S.A. Sec. 7701</p>	<p>The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency <u>and each local police department with jurisdiction over the school property. The emergency preparedness plan shall be</u>and communicated to students, parents/guardians, relevant stakeholders, and the community.</p> <p><u>Memorandum of Understanding</u></p> <p><u>As required by state law and regulation and as an essential element of the emergency preparedness plan, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over District property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal.</u></p> <p><u>The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.</u></p> <p><u>The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department who has jurisdiction over the school property.</u></p> <p><u>Every two (2) years, the memorandum of understanding shall be updated by the Superintendent, re-executed with the appropriate police department, and filed with the Office of Safe Schools.</u></p>
<p>Pol. 810</p>	<p><u>Continuity Of Student Learning/Core Operations</u></p> <p>In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize District-owned buses and other transportation vehicles.</p> <p>The District shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences.</p> <p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.</p> <p><u>Education</u></p> <p>Students and staff members shall be instructed and shall practice how to respond</p>

<p>35 Pa. C.S.A. Sec. 7701</p> <p>SC 1517, 1518</p> <p>SC 1517</p>	<p>appropriately to emergency situations.</p> <p>Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at District schools.</p> <p><u>Required Drills</u></p> <p>At least annually, all District schools shall conduct a disaster response or emergency preparedness plan drill.</p> <p>Fire drills shall be conducted at least once a month during the school year.</p> <p>Bus evacuation drills shall be conducted twice a year, in accordance with law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1517, 1518</p> <p>Pennsylvania Consolidated Statutes Annotated – 35 Pa. C.S.A. Sec. 7701</p> <p>Board Policy – 810</p>
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SECTION: COMMUNITY

TITLE: MUNICIPAL GOVERNMENT RELATIONS

ADOPTED: November 25, 1996

REVISED:

WYOMISSING AREA SCHOOL DISTRICT

909. MUNICIPAL GOVERNMENT RELATIONS	
1. Purpose	<p>It is the policy of the Board that this Board, school officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community matters and problems in the most satisfactory manner and assuring the most prudent expenditure of tax dollars.</p>
2. Authority Art. III Sec. 14	<p>The Board recognizes that its authority arises directly from the General Assembly, but it also is aware that the municipality and the school district must work together for the welfare of the citizens.</p> <p><u>The Board, as an independent body, has no statutory relationship to other local governmental bodies. However, the Board may cooperate with local government units and other appropriate organizations in matters that affect District responsibilities. Such organizations may include, but not be limited to, health agencies, public libraries, museums, police and fire departments, township supervisors, borough council, planning commissions and the courts.</u></p> <p><u>In matters affecting the budgets of such agencies, the Board shall neither seek special consideration nor assume costs that properly fall outside its jurisdiction, except as prescribed by law.</u></p>
3. Delegation of Responsibility SC 521	<p>To maintain fiscal and physical planning cooperation with the municipality, the Board or its member representative will meet periodically with municipal officials to discuss plans for the next budget.</p> <p>The Board advocates the joint expenditure of district funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits. In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do by law, enter into a joint powers-action agreement with the local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.</p> <p><u>The Superintendent and each local police department that has jurisdiction over school property shall enter into a memorandum of understanding which shall be developed and executed in accordance with the state regulations.</u></p>

<p>Pol. 225</p> <p>School Code 502, 521, 706, 775, 790</p> <p>PA Constitution Art. III Sec. 14</p>	<p><u>To maintain cooperation with the municipality for fiscal and facilities planning, the Board or its member representative, Superintendent or designee, and Director of Business Affairs will meet periodically with municipal officials to discuss issues of common interest.</u></p> <p><u>School Officials and Police</u></p> <p>The district recognizes the importance of maintaining a close working relationship with law enforcement officials in our three (3) communities.</p> <p>There are possible situations that can arise during and after the school day which threaten the safety and security of the staff, students and property.</p> <p>The Board authorizes the law enforcement agencies to take any necessary action to preserve the condition of our facilities and grounds when school is not in session.</p> <p>A listing of administrative personnel will be annually provided to each municipal law enforcement agency in the event of emergency.</p>
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