

WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: November 25, 1996

~~REVISED: August 22, 2011~~

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>It is the policy of the Board to ensure that guidelines are in place concerning the appropriate grooming and attire of students that will ensure 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.</p> <p>It is also the intent of this policy to:</p> <ol style="list-style-type: none"> 1. Promote dress standards appropriate to the job of learning. 2. Promote pride in oneself, the school, and the community at large. 3. Promote self-discipline through enhanced self-image. 4. Help students to take more responsibility for their own actions and personal standards.
<p>2. Authority SC 1317.3 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>Title 22 Sec. 12.11</p>	<p>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 ensure the health or safety of the student.</p>

<p>3. Delegation of Responsibility</p>	<p>Students may be required to wear standard approved uniforms, in a prescribed fashion, while participating in certain voluntary cocurricular activities such as sports, band, chorus, cheerleading, etc.</p> <p>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.</p> <p><u>Student Responsibility</u></p> <p>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.</p> <p><u>Parental Responsibility</u></p> <p>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.</p> <p><u>Staff Responsibilities</u></p> <p>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.</p>
<p>4. Guidelines</p>	<p><u>Permitted Attire</u></p> <p>In order to support an atmosphere of high academic standards and safe schools, the Wyomissing Area School District requires the following attire:</p> <p><i>Boys Grades K-6 –</i></p> <ol style="list-style-type: none"> 1. Tops - Polo shirts, turtlenecks, dress shirts (long or short sleeves), T-shirts, sweatshirts or sweaters.

2. Bottoms - Casual or dress pants, jeans, nylon sweatpants 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, fleece 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.

3. 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 –

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

2. Bottoms - Casual or dress pants, jeans, nylon sweatpants 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, fleece 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.

3. 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 –

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

2. Bottoms - Casual or dress pants, jeans, nylon sweatpants, 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, fleece 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.

3. Socks - Socks, tights or pantyhose may be worn.

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

All clothing is sized appropriately.

Girls Grades 7-12 –

1. Tops - Polo shirts, turtlenecks, blouses (long or short sleeves), T-shirts, sweatshirts or sweaters.
2. Bottoms - Casual or dress pants, jeans, nylon sweatpants, 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, fleece 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.
3. Socks - Socks, tights or pantyhose may be worn.
4. 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 two-inch (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, multifinger 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>It will be the responsibility of the administrator of each building to ensure 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.</p> <p>It is also the responsibility of each building administrator to enforce this policy in its entirety.</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><u>Grievance Process</u></p> <p><i>Administrative Review –</i></p> <p>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 Wyoming 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.</p>
<p>Pol. 325, 425, 525</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>

WYOMISSING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: November 25, 1996

REVISED: [August 25, 2003](#)

423. TOBACCO USE	
1. Purpose	The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.
2. Definition 18 PA C.S.A. Sec. 6306.1	For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.
3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5	<p>The Board prohibits tobacco possession, use and sale by professional employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board prohibits tobacco use by professional <u>District</u> employees at school-sponsored activities that are held off school property.</p>
4. Guidelines SC 1303-A	<p><u>The Superintendent shall annually, by July 31, report all i</u>ncidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year <u>in accordance with state law and regulation.</u></p>
Pol. 417	Violations of this policy are subject to disciplinary action.

SECTION: CLASSIFIED EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: November 25, 1996

REVISED: [August 25, 2003](#)

WYOMISSING AREA SCHOOL DISTRICT

523. TOBACCO USE	
1. Purpose	The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.
2. Definition 18 PA C.S.A. Sec. 6306.1	For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.
3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5	<p>The Board prohibits tobacco possession, use and sale by classified District employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board prohibits tobacco use by classified employees at school-sponsored activities that are held off school property.</p>
4. Guidelines	The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices and other efficient methods.
SC 1303-A	<u>The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year in accordance with state law and regulation.</u>
Pol. 517	Violations of this policy are subject to disciplinary action.

SECTION: FINANCES

TITLE: FUND BALANCE

ADOPTED: March 28, 2011

REVISED:

WYOMISSING AREA SCHOOL DISTRICT

	<p style="text-align: center;">620. FUND BALANCE</p> <p>1. Purpose The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the School District and is fiscally advantageous for both the District and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the District.</p> <p>2. Definitions Fund balance is a measurement of available financial resources. Fund balance is the difference between total assets and total liabilities in each fund.</p> <p>GASB Statement 54 classifies fund balances <u>distinguishes fund balance between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified</u> based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts shall be reported in the following classifications:</p> <p>Nonspendable—amounts that cannot be spent because they are in a nonspendable form (e.g., inventory) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).</p> <p>Restricted - amounts limited by external parties, or legislation (e.g., grants or donations).</p> <p>Committed - amounts limited by Board policy <u>Board action</u> (e.g., future anticipated costs). <u>Action must be taken by the Board to commit fund balance for the designated purpose prior to the end of the fiscal year.</u></p> <p>Assigned - amounts that are intended for a particular purpose, such as a rate stabilization fund or segregation of an amount intended to be used at some time in the future. <u>Generally balances in special revenue funds or capital project funds will be designated as assigned.</u></p> <p>Unassigned - amounts available for consumption or not restricted in any manner.</p>
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<p><u>3. Authority</u></p> <p><u>3-4. Guidelines</u></p>	<p><u>An official Board resolution shall be required to establish, modify or rescind a commitment of fund balance.</u></p> <p>The School District will strive to maintain an unassigned general fund balance of not less than six percent (6%) and not more than eight percent (8%) of the budgeted expenditures for that fiscal year.</p> <p>The total fund balance, consisting of several portions including committed, assigned and unassigned, may exceed ten percent (10%).</p> <p>If the unassigned portion of the fund balance falls below the threshold of six percent (6%) <u>of budgeted expenditures</u>, the Board will pursue variations of options for increasing revenues and decreasing expenditures, or a combination of both until six percent (6%) is attained. If the assigned and unassigned portions of the fund balance exceeds ten percent (10%) of budgeted expenditures, the Board may utilize a portion of the fund balance by appropriating excess funds for nonrecurring expenditures. <u>only. The goal shall be to use any excess fund balance for nonrecurring expenditures; not for normal operating costs.</u></p> <p><u>Use of Fund Balance</u></p> <p><u>The restricted fund balance shall be reduced to the extent that the underlying reason for the restriction has been eliminated.</u></p> <p><u>If the District experiences an excess of expenditures over revenues for a given fiscal year, the fund balance shall be consumed in the following order:</u></p> <ol style="list-style-type: none"><u>1. Restricted fund balance to the extent that expenditures related to the restriction contributed to the excess of expenditures over revenues.</u><u>2. Committed fund balance to the extent that expenditures related to the commitment contributed to the excess of expenditures over revenues. If a plan for periodic use of committed fund balance is reviewed and approved by the Board, the committed fund balance will not be reduced by more than the amount designated in the plan.</u><u>3. Assigned fund balance to the extent that expenditures related to the assignment contributed to the excess of expenditures and revenues.</u><u>4. Unassigned fund balance for any remaining excess of expenditures over revenues.</u>
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<p>4. Delegation of Responsibility</p>	<p><u>The Business Manager or designee may assign fund balance for items deemed appropriate at any time prior to the issuance of the audited financial statements for a given year.</u></p> <p>The responsibility for designating funds to specific classifications shall be as follows:</p> <ol style="list-style-type: none">1. Nonspendable — may be assigned by the Board.2. Restricted — may be assigned by the Board.3. Committed — shall be assigned by the Board.4. Assigned — may be assigned by the Board. <p>The Business Manager or designee shall be responsible for the enforcement of this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 218, 688</p>
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SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: November 24, 2003

REVISED: ~~June 23, 2008~~

WYOMISSING AREA SCHOOL DISTRICT

916. SCHOOL VOLUNTEERS	
1. Purpose	The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.
2. Definition	Volunteer - One who voluntarily offers a service to the school district without compensation.
3. Authority	<p>The Board authorizes the selection and use of parents/guardians, community members and others as volunteers to assist and supplement regular district staff.</p> <p>The basic requirement of volunteer service shall be interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering a contribution will be made to the learning process.</p> <p>Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member.</p> <p>Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position or volunteer may be eliminated at any time for any reason or no reason.</p> <p>The Board shall provide authorized volunteers (those with required clearances and Board approval) with the same liability insurance coverage as provided for employees of the district to cover them in the performance of their volunteer services.</p>

<p>4. Delegation of Responsibility</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>For a volunteer who provides a service on a one-time basis, the individual will be escorted to and from the location in the District where the service is to be provided, must remain in the presence of a school district employee at all times, and may not be alone with any student. A record of the name of volunteer and brief description of the service performed shall be maintained via the visitor logs at the building level for a period of two (2) years.</p> <p>All other volunteers shall be required to:</p> <ol style="list-style-type: none"> 1. Complete a volunteer disclosure sheet. 2. Obtain a current (less than one (1) year old) Act 34 State Police Criminal History Background Clearance (cost to be paid by the district). 3. Obtain a current (less than one (1) year old) Act 151 Child Abuse History Clearance (cost to be paid by the district). 4. For out-of-state residents, obtain an FBI fingerprint card check (cost to be paid by the district). 5. Be approved by the Board, <u>or pre-approved by the Superintendent due to the timing of scheduled Board meetings-</u> <p>Each building administrator who uses volunteers in any capacity shall be responsible for training the volunteers to perform the specific duties associated with their assignments.</p> <p>The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.</p> <p>Volunteers who provide services more than once or who are not escorted and in the presence of a District employee at all times shall comply with the legally mandated employee requirements and procedures for a criminal history and child abuse background report, the cost of which will be paid by the district. If, under the applicable laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not be a volunteer. Other volunteers may be required to provide criminal history and child abuse background reports.</p> <p>Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees.</p>
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Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.

The volunteer shall sign a receipt acknowledging the receipt and review of this policy and the policy relative to confidentiality issues regarding students in the school district.

The Superintendent or designee will develop written procedures to implement this policy.

References:

School Code – 24 P.S. Sec. 111

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

