

WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: RELATIONSHIPS BETWEEN
ADULTS AND STUDENTS

ADOPTED: September 26, 2011

REVISED: ~~November 7, 2011~~

	248.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS
1. Purpose	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.
2. Definitions	Adult includes all employees, coaches, advisors, volunteers, and third parties who provide services to students on behalf of the District ("Adults").
3. Delegation of Responsibility	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.
4. Guidelines	<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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	<p>4. Relationships And Social Interactions With Students</p> <p>Establishing intimate, personal relationships with students is prohibited. Examples of prohibited Adult conduct include, but is not limited to:</p> <ul style="list-style-type: none">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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Pol. 248	<ul style="list-style-type: none">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.
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	<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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<u>Pol. 806</u>	<p>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.</p> <p>8. Dissemination Of Policy</p> <p>This policy shall be included on the District website and shall be described in all District employee, student and volunteer handbooks.</p> <p>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.</p> <p><u>9. Conflicts with Policy 806</u></p> <p><u>To the extent of any inconsistencies or conflicts between this policy and policy 806, the terms of policy 806 shall control any such inconsistencies or conflicts.</u></p> <p>References:</p> <p>Board Policy - 248</p>
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SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT/
ASSISTANT
SUPERINTENDENTADOPTED: November 25, 1996

REVISED:

	302. EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT
1. Purpose SC 1001	The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the <u>D</u> istrict.
2. Authority SC 508, 1071, 1073	During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.
SC 508, 1071, 1076, 1077	{ <u>x</u> } An Assistant Superintendent shall be appointed by a majority vote of all members of the Board upon nomination of the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.
SC 1073, 1077	At a regular Board meeting occurring at least 150 days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her for a further term of three (3) to five (5) years or that other candidates will be considered for the office. If the Board fails to take such action, the current Superintendent or Assistant Superintendent shall continue in office for a term similar in length to that which s/he is currently serving.
SC 1079	Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.

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SUPERINTENDENT - Pg. 2

	<p>{ <u>x</u> } In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.</p>
3. Guidelines	<p><u>Recruitment And Assessment Of Candidates</u></p> <p>The Board shall actively seek candidates who meet the qualifications and requirements for the position of Superintendent and/or Assistant Superintendent. It may be aided in this task by</p> <ul style="list-style-type: none"> { <u>x</u> } a committee of Board members and/or { <u>x</u> } the services of professional consultants. { <u>x</u> } the counsel of the retiring Superintendent. <p>When undertaking a search to fill the position of Superintendent or Assistant Superintendent, recruitment procedures shall be prepared and may include the following:</p>
Pol. 104	{ <u>x</u> } Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
SC 1002, 1003, 1078 Title 22 Sec. 49.41, 49.42	<p>{ <u>x</u> } Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</p> <p>{ <u>x</u> } Preparation of informative materials describing the School District, the Superintendent/Assistant Superintendent position, and the District's educational goals.</p> <p>{ <u>x</u> } Opportunity for selected applicants to visit the District schools, meet with internal staff and external stakeholders at the Board's invitation.</p>
Pol. 104	<p>Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the School District.</p>

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	<p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.</p>
<p>SC 111</p>	<p>Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p>
<p>SC 1004</p>	<p>Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.</p>
<p>Pol. 314</p>	<p>After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.</p> <p style="padding-left: 40px;">{ } at Board expense.</p> <p style="padding-left: 40px;">{ x } at the candidate's expense.</p> <p><u>Employment Contracts</u></p>
<p>SC 1073</p>	<p>After the effective date of this policy, An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:</p>
<p>SC 1073.1, 1081, 1082 Pol. 003, 312</p>	<ol style="list-style-type: none"> 1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment. 2. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.

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SC 1075, 1077	3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.
SC 1073	<p>4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law.</p> <p>5. Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.</p>
SC 1007, 1008	<p>6. Contain provisions relating to outside work that may be performed, if any.</p> <p>7. State that any modification to the contract must be in writing.</p> <p>8. State that the contract shall be governed by the laws of the Commonwealth.</p> <p>9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a District Superintendent or Assistant Superintendent to the maximum compensation for unused sick leave under the School District's administrative compensation plan in effect at the time of the contract.</p> <p>10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a District Superintendent or Assistant Superintendent.</p> <p>11. Specify postretirement benefits and the period of time in which the benefits shall be provided.</p>
SC 1080 2 Pa. C.S.A. Sec. 551 et seq	<p><u>Removal/Severance</u></p> <p>A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent.</p>

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SC 1073	<p><u>As required by law, Any</u> negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited <u>not exceed</u> to either:</p> <ol style="list-style-type: none">1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term. <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 508, 1001, 1002, 1003, 1004, 1007, 1008, 1071, 1073, 1073.1, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.171, 49.172</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 003, 104, 312, 314</p>
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SUPERINTENDENT - Pg. 6

	PSBA Revision 11/12
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SECTION: EMPLOYEES

 TITLE: PERFORMANCE ASSESSMENT
OF SUPERINTENDENT/
ASSISTANT
SUPERINTENDENT
ADOPTED: November 25, 1996

REVISED:

<p>1. Authority SC 1073.1</p> <p>SC 1073.1</p> <p>SC 1073.1</p>	<p style="text-align: center;">312. PERFORMANCE ASSESSMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>The Board shall conduct a formal written performance assessment of the Superintendent and Assistant Superintendent annually as required by law. A timeframe for the assessment shall be included in the employment contract <u>entered into after the effective date of this policy.</u></p> <p>The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Board and the Assistant Superintendent. The objective performance standards may be based upon any or all of the following:</p> <ol style="list-style-type: none"> 1. Achievement of annual measurable objectives established by the District. 2. Achievement on Pennsylvania System of School Assessment (PSSA) tests. 3. Achievement on Keystone Exams. 4. Student growth as measured by the Pennsylvania Value-Added Assessment System. 5. Attrition rates or graduation rates. 6. Financial management standards. 7. Standards of operational excellence. 8. Any additional criteria deemed relevant and mutually agreed to by the Board and Superintendent or Assistant Superintendent. <p>The mutually agreed upon performance standards shall be posted on the District website.</p>
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<p>SC 1073.1</p>	<p>Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent and Assistant Superintendent have met the agreed upon objective performance standards shall be posted on the <u>D</u>istrict website.</p> <p><u>This policy shall become effective with any employment contract or amendment thereto with the Superintendent or Assistant Superintendent entered into after September 10, 2012.</u></p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1073.1, 1080</p> <p>Board Policy – 302</p>
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	PSBA Revision 11/12
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SECTION: ADMINISTRATIVE
EMPLOYEES

WYOMISSING AREA SCHOOL DISTRICT

TITLE: RELATIONSHIPS BETWEEN
ADULTS AND STUDENTS

ADOPTED: March 26, 2012

REVISED:

	348.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS
1. Purpose	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.
2. Definitions	Adult includes all employees, coaches, advisors, volunteers, and third parties who provide services to students on behalf of the District (“Adults”).
3. Delegation of Responsibility	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.
4. Guidelines	<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>

	<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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- 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.
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- 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.
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<u>Pol 806</u>	<p>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.</p> <p>8. Dissemination Of Policy</p> <p>This policy shall be included on the District website and shall be described in all District employee, student and volunteer handbooks.</p> <p>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.</p> <p><u>9. Conflicts with Policy 806</u></p> <p><u>To the extent of any inconsistencies or conflicts between this policy and policy 806, the terms of policy 806 shall control any such inconsistencies or conflicts.</u></p> <p>References:</p> <p>Board Policy - 248</p>
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348.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS - Pg. 7

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WYOMISSING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 25, 1996

REVISED: ~~May 23, 2005~~

	408. EMPLOYMENT CONTRACT
1. Purpose SC 1121	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code. This policy establishes considerations for these categories.
2. Authority SC 1106	The Board has the authority under law to prescribe employment conditions for the personnel of the <u>S</u> chool <u>D</u> istrict.
3. Guidelines SC <u>1101</u> , 1121	All professional and temporary professional employees, <u>as defined in the School Code</u> , shall execute an employment contract upon employment, which shall automatically renew itself each year unless (a) one of the parties shall give notice of its nonrenewal at least sixty (60) days prior to its expiration or (b) a nontenured person attains the status of tenured person, in which case s/he shall be required to execute a new contract.
SC 1121, 1146	<p>The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time employees of a professional category the contract or Board resolution shall be in accordance with this policy.</p> <p>The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.</p> <p>The Board shall be notified of any misunderstanding arising from the application of a given contract.</p> <p>Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.</p>

<p>School Code 1106, 1121, 1146</p>	<p><u>Supplemental Contract</u></p> <ol style="list-style-type: none">1. Nonathletic professional employees serving as advisors for extracurricular activities excluding athletics, shall be paid according to an annually revised schedule. Unless otherwise stated, this compensation is for work normally performed beyond the employees' regular school day and/or year. Any advisor who resigns or is unable to complete his/her assigned duties shall be paid as mutually agreed by the Superintendent and the advisor. All nonathletic supplemental salaries shall be paid in equal halves in December and May.2. Athletics professional employees serving as athletic coaches shall be paid in accordance with a schedule approved by the Board. These supplementary salaries will be paid in equal halves on the pay dates following the mid-season and the close of the activity. <p><u>Resignations/Retirements</u></p> <p>Resignations/retirements shall be submitted to the Superintendent in writing. The Superintendent or designee is authorized by the Board to accept resignations/retirements on behalf of the Board of Education as they are received.</p>
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SECTION: PROFESSIONAL
EMPLOYEES

WYOMISSING AREA SCHOOL DISTRICT

TITLE: RELATIONSHIPS BETWEEN
ADULTS AND STUDENTS

ADOPTED: March 26, 2012

REVISED:

	448.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS
1. Purpose	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.
2. Definitions	Adult includes all employees, coaches, advisors, volunteers, and third parties who provide services to students on behalf of the District ("Adults").
3. Delegation of Responsibility	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.
4. Guidelines	<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>

448.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS - Pg. 2

	<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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	<p>4. Relationships And Social Interactions With Students</p> <p>Establishing intimate, personal relationships with students is prohibited. Examples of prohibited Adult conduct include, but is not limited to:</p> <ul style="list-style-type: none"> 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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448.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS - Pg. 4

<p>Pol. 248</p>	<ul style="list-style-type: none"> 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.
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	<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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<p><u>Pol. 806</u></p>	<p>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.</p> <p>8. Dissemination Of Policy</p> <p>This policy shall be included on the District website and shall be described in all District employee, student and volunteer handbooks.</p> <p>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.</p> <p><u>9. Conflicts with Policy 806</u></p> <p><u>To the extent of any inconsistencies or conflicts between this policy and policy 806, the terms of policy 806 shall control any such inconsistencies or conflicts.</u></p> <p>References:</p> <p>Board Policy - 248</p>
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448.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS - Pg. 7

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WYOMISSING AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT

ADOPTED: November 25, 1996

REVISED: ~~July 24, 2006~~

508. EMPLOYMENT	
1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the District the specifics of employment shall be outlined in the Classified Employees' <u>AFSCME Contract or Confidential Support Staff</u> Handbook.
2. Authority SC 510	The Board has the authority under law to prescribe employment conditions for the personnel of the School District. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.
3. Guidelines	The Classified Employees' <u>AFSCME Contract or Confidential Support Staff</u> Handbook shall specify the conditions of a probationary period, a provision for termination on notice duly given, and such other matters as may be necessary to a full and complete understanding of the requirements and benefits of the position.

WYOMISSING AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: RELATIONSHIPS BETWEEN
ADULTS AND STUDENTS

ADOPTED: March 26, 2012

REVISED:

	548.1. RELATIONSHIPS BETWEEN ADULTS AND STUDENTS
1. Purpose	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.
2. Definitions	Adult includes all employees, coaches, advisors, volunteers, and third parties who provide services to students on behalf of the District ("Adults").
3. Delegation of Responsibility	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.
4. Guidelines	<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>

548.1 RELATIONSHIPS BETWEEN ADULTS AND STUDENTS - Pg. 2

	<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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	<p>4. Relationships And Social Interactions With Students</p> <p>Establishing intimate, personal relationships with students is prohibited. Examples of prohibited Adult conduct include, but is not limited to:</p> <ul style="list-style-type: none">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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548.1 RELATIONSHIPS BETWEEN ADULTS AND STUDENTS - Pg. 4

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	<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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<p><u>Pol. 806</u></p>	<p>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.</p> <p>8. Dissemination Of Policy</p> <p>This policy shall be included on the District website and shall be described in all District employee, student and volunteer handbooks.</p> <p>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.</p> <p><u>9. Conflicts with Policy 806</u></p> <p><u>To the extent of any inconsistencies or conflicts between this policy and policy 806, the terms of policy 806 shall control any such inconsistencies or conflicts.</u></p> <p>References:</p> <p>Board Policy - 248</p>
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SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: September 24, 2012

REVISED:

WYOMISSING AREA SCHOOL DISTRICT

	<p style="text-align: center;">611. PURCHASES BUDGETED</p> <p>1. Authority SC 751, 807.1</p> <p>2. Delegation of Responsibility SC 609, 751, 807.1</p> <p>SC 609, 751, 807.1</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 609, 751, 807.1</p>
	<p>It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.</p> <p>All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$18,500<u>\$18,900</u>, in which case prior approval by the Board is required.</p> <p>All purchase order requests must be referred to the director or building principal, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the D<u>e</u>istrict.</p>



SECTION: OPERATIONS

TITLE: CHILD/STUDENT ABUSE

ADOPTED:

REVISED:

	806. CHILD/STUDENT ABUSE
<p>1. Authority SC 1205.6 18 Pa. C.S.A. Sec. 4304 23 Pa. C.S.A. Sec. 6301 et seq Pol. 333, 818</p>	<p>The Board requires district employees to comply with identification and reporting requirements for possible child abuse as well as victimization of students by other school employees. The Board directs the district, and independent contractors of the district, to provide their employees with training for recognition and reporting of child abuse as required by law.</p>
<p>2. Definitions 23 Pa. C.S.A. Sec. 6351, 6354</p>	<p>Administrator - the person responsible for the administration of a district school. The term includes a person responsible for employment decisions in a school and an independent contractor. The principal of the school where the abused student is enrolled will serve as the administrator under this policy.</p>
<p>23 Pa. C.S.A. Sec. 6354</p>	<p>Applicant - an individual who applies for a position as a school employee. The term includes an individual who transfers from one position as a school employee to another position as a school employee.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Child Abuse - means any of the following:</p> <ol style="list-style-type: none"> 1. Any recent act or failure to act by a perpetrator which causes nonaccidental serious physical injury to a child under eighteen (18) years of age. 2. Any act or failure to act by a perpetrator which causes nonaccidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age. 3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.

	<p>4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.</p> <p>No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.</p>
SC 1205.6	Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.
23 Pa. C.S.A. Sec. 6303	Perpetrator - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in district schools.
23 Pa. C.S.A. Sec. 6303	School Employee - an individual employed in a district school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.
23 Pa. C.S.A. Sec. 6303	Serious Bodily Injury - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.
23 Pa. C.S.A. Sec. 6303	<p>Serious Mental Injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> 1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened. 2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.
23 Pa. C.S.A. Sec. 6303	Serious Physical Injury - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.

23 Pa. C.S.A. Sec. 6303	Sexual Abuse or Exploitation - includes any of the following: the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting and filming of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.
SC 1205.6	Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to: <ol style="list-style-type: none"> 1. Sexual or romantic invitation. 2. Dating or soliciting dates. 3. Engaging in sexualized or romantic dialog. 4. Making sexually suggestive comments. 5. Self-disclosure or physical disclosure of a sexual or erotic nature. 6. Any sexual, indecent, romantic or erotic contact with a child or student.
23 Pa. C.S.A. Sec. 6303	Student - an individual enrolled in a district school under eighteen (18) years of age.
3. Delegation of Responsibility	In accordance with Board policy, the Superintendent or designee shall <u>require each applicant for employment, including each covered employee being transferred, to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.</u>
Pol. 302, 304, 305, 306	1. Require each applicant for employment to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.
Pol. 309	2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant has already obtained an official child abuse clearance statement.

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<p>4. Guidelines</p> <p>SC 1205.6 Pol. 333, 818</p> <p>24 P.S. Sec. 2070.1a et seq</p> <p>SC 1205.6</p> <p>23 Pa. C.S.A. Sec. 6311, 6313</p> <p>23 Pa. C.S.A. Sec. 6311 42 Pa. C.S.A. Sec. 5945</p> <p>23 Pa. C.S.A. Sec. 6311</p>	<p>The Superintendent or designee shall annually inform students, parents/guardians and staff regarding the contents of this Board policy. District staff shall annually receive notice of their responsibility for reporting child abuse and student abuse in accordance with Board policy and administrative regulations.</p> <p><u>Training</u></p> <p>The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p> <ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct. 2. Provisions of the Professional Educator Discipline Act, including mandatory reporting requirements. 3. District policy related to reporting of suspected abuse and sexual misconduct. 4. Maintenance of professional and appropriate relationships with students. <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p style="text-align: center;">CHILD ABUSE BY PERPETRATOR</p> <p><u>Duty To Report</u></p> <p>School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.</p> <p>Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.</p> <p>School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.</p>
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23 Pa. C.S.A. Sec. 6318	Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.
18 Pa. C.S.A. Sec. 4304	A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.
23 Pa. C.S.A. Sec. 6319	A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.
	<u>Reporting Procedures</u>
	School employees who suspect child abuse shall immediately notify the school principal. Upon notification, the principal shall report the suspected child abuse <u>immediately by telephone to the Childline Abuse Registry, and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.</u>
23 Pa. C.S.A. Sec. 6313	Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.
	<u>Investigation</u>
23 Pa. C.S.A. Sec. 6346	School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.
23 Pa. C.S.A. Sec. 6314	The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.
	STUDENT ABUSE BY SCHOOL EMPLOYEE
	<u>Duty To Report</u>

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23 Pa. C.S.A. Sec. 6352	A school employee shall immediately contact the principal when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.
23 Pa. C.S.A. Sec. 6352	If the accused school employee is the principal, the school employee shall immediately report to law enforcement officials and the district attorney.
23 Pa. C.S.A. Sec. 6353	The principal who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.
23 Pa. C.S.A. Sec. 6352, 6353	A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.
23 Pa. C.S.A. Sec. 6352	A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense.
23 Pa. C.S.A. Sec. 6353	An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.
	<u>Reporting Procedures</u>
23 Pa. C.S.A. Sec. 6353	The principal's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the principal; name, work and home address of the school employee; nature of the alleged offense; any specific comments or observations directly related to the alleged incident; and the individuals involved.
23 Pa. C.S.A. Sec. 6352	The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.
	<u>Investigation</u>
23 Pa. C.S.A. Sec. 6353.1	Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.

23 Pa. C.S.A. Sec. 6353.1	If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.
23 Pa. C.S.A. Sec. 6346	School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.
23 Pa. C.S.A. Sec. 6353.1	Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.
Pol. 317	The principal has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.
<u>Pol. 248.1</u>	<p><u>Conflicts with Policy 248.1</u></p> <p><u>To the extent of any inconsistencies or conflicts between this policy and policy 248.1, terms of this policy shall control any such inconsistencies or conflicts.</u></p> <p>References:</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>Professional Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Department of Public Welfare Regulations – 55 PA Code Sec. 3490.1 et seq.</p> <p>Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945</p> <p>Registration of Sex Offenders – 42 Pa. C.S.A. Sec. 9795.1, 9795.4, 9798.1</p>

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	<div>Board Policy – 302, 304, 305, 306, 309, 317, 333, 818</div> <div>PSBA Revision 1/13</div>
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SECTION: OPERATIONS

TITLE: AUTOMATED EXTERNAL
DEFIBRILLATOR (AED)
PROCEDURES

WYOMISSING AREA SCHOOL DISTRICT

ADOPTED: February 25, 2002

REVISED: [September 24, 2012](#)

<p>1. Purpose</p> <p>2. Authority SC 1439 SC 1424</p> <p>3. Guidelines</p> <p>4. Delegation of Responsibility</p>	<p>822. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROCEDURES</p> <p>The Board is committed to providing a safe and healthy environment for the school community.</p> <p>Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.</p> <p>Except in extenuating circumstances, each school shall have one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when school is in session and students are present.</p> <p>The automated external defibrillator (AED) units are owned by the District and shall be properly maintained and located in secure and accessible locations.</p> <p>The automated external defibrillator (AED) units shall be used in accordance with approved District procedures.</p> <p>A Core Team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.</p> <p>Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all members of the core team.</p> <p>Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.</p> <p><u>Protocol For Use Of Automated External Defibrillator</u></p> <p>Only those personnel trained in CPR and AED use shall utilize the AED.</p>
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References:

School Code – 24 P.S. Sec. 1423, ~~1439~~1424

Civil Immunity for Use of Automated External Defibrillator and First Aid –
42 Pa. C.S.A. Sec. 8331.2, 8337.1

Nonmedical Good Samaritan Civil Immunity – 42 Pa. C.S.A. Sec. 8332

Board Policy – 000, 123.4