



SECTION: PROGRAMS

TITLE: CONCUSSION MANAGEMENT

ADOPTED:

REVISED:

123.1. CONCUSSION MANAGEMENT	
<p>1. Purpose</p>	<p>The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.</p>
<p>2. Definitions 24 P.S. Sec. 5322</p>	<p>Appropriate medical professional shall mean all of the following:</p> <ol style="list-style-type: none"> 1. A licensed physician who is trained in the evaluation and management of concussions. 2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions. 3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.
<p>24 P.S. Sec. 5322</p>	<p>Athletic activity shall mean all of the following:</p>
<p>Pol. 123</p>	<ol style="list-style-type: none"> 1. Interscholastic athletics.
<p>Pol. 122</p>	<ol style="list-style-type: none"> 2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
<p>Pol. 122</p>	<ol style="list-style-type: none"> 3. Noncompetitive cheerleading that is sponsored by or associated with the school.
<p>Pol. 122, 123</p>	<ol style="list-style-type: none"> 4. Practices, interschool practices and scrimmages for all athletic activities.

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<p>3. Delegation of Responsibility 24 P.S. Sec. 5323</p>	<p>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.</p>
<p>4. Guidelines 24 P.S. Sec. 5323</p>	<p>The school</p> <p>{ <input checked="" type="checkbox"/> } may</p> <p>{ } shall</p> <p>hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.</p> <p><u>Removal From Play</u></p>
<p>24 P.S. Sec. 5323</p>	<p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.</p> <p><u>Return To Play</u></p>
<p>24 P.S. Sec. 5323</p>	<p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.</p> <p><u>Training</u></p>
<p>24 P.S. Sec. 5323</p>	<p>All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.</p>

<p>24 P.S. Sec. 5323</p>	<p><u>Penalties</u></p> <p>A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:</p> <ol style="list-style-type: none">1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.3. For a third violation, permanent suspension from coaching any athletic activity. <p>References:</p> <p>Safety In Youth Sports Act – 24 P.S. Sec. 5321 et seq.</p> <p>Board Policy – 122, 123</p> <p>PSBA New 5/12</p>
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SECTION: PUPILS
 TITLE: STUDENT RECORDS
 ADOPTED:
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Go with this

216. STUDENT RECORDS	
<p>1. Authority SC 1305-A, 1306-A, 1402, 1409, 1532, 1533 Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99, Part 300</p>	<p>The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.</p> <p>Copies of the student records plan shall be submitted to the Department of Education, upon request.</p>
<p>2. Definitions 34 CFR Sec. 99.3</p> <p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3</p>	<p>Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.</p> <p>Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.</p>

<p>34 CFR Sec. 99.3</p> <p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3</p> <p>34 CFR Sec. 99.3, 99.5</p>	<p>Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.</p> <p>Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.</p> <p>Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.</p> <p>The term does not include:</p> <ol style="list-style-type: none"> 1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record. 2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student. 3. Grades on peer-graded papers before they are collected and recorded by a teacher. 4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. <p>Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.</p>
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<p>34 CFR Sec. 99.3, 99.4</p>	<p>Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.</p>
<p>34 CFR Sec. 99.3</p>	<p>Personally identifiable information - includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. The name of a student, the student's parents or other family members. 2. The address of the student or student's family. 3. A personal identifier, such as the student's Social Security Number, student number, or biometric record. 4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name. 5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. 6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.
<p>34 CFR Sec. 99.3</p>	<p>Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.</p> <p>All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.</p>
<p>SC 1532 Pol. 213, 215</p>	<p>Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>

<p>4. Guidelines</p> <p>34 CFR Sec. 99.7</p> <p>34 CFR Sec. 99.10, 99.11, 99.12</p> <p>34 CFR Sec. 99.20</p> <p>34 CFR Sec. 99.21, 99.22</p> <p>34 CFR Sec. 99.3, 99.37</p> <p>34 CFR Sec. 99.30-99.39</p> <p>34 CFR Sec. 99.7, 99.31</p> <p>34 CFR Sec. 99.32</p>	<p>The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:</p> <ol style="list-style-type: none"> 1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information. 2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment. 3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request. 4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. 5. Procedures for requesting and conducting hearings to challenge the content of the student's education records. 6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district. 7. Determining the types of personally identifiable information designated as directory information. 8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records. 9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest. 10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.
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<p>Pol. 113.4</p>	<p>11. Ensuring appropriate review, retention, disposal and protection of student records.</p>
<p>SC 1305-A</p>	<p>12. Transferring education records and appropriate disciplinary records to other school districts.</p>
<p>Pol. 250</p>	<p><u>Student Recruitment</u></p> <p>Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.</p>
<p>35 P.S. Sec. 450.403-A</p>	<p><u>Missing Child Registration</u></p> <p>A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.</p>
<p>35 P.S. Sec. 450.404-A</p>	<p>In the event the district receives a request for information from the school records of a missing child, the district shall:</p> <ol style="list-style-type: none"> 1. Attempt to obtain information on the identity of the requester. 2. Contact the appropriate law enforcement agency to coordinate a response. <p>No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>Missing Children Registration – 35 P.S. Sec. 450.401-A et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9, 16.65</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p>

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations –
34 CFR Part 99

**Individuals with Disabilities Education, Title 34, Code of Federal Regulations –
34 CFR Part 300**

Board Policy – 113, 113.1, 113.4, 213, 215, 216.1, 250

PSBA Revision 5/12

WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE
RECORDS

ADOPTED: August 25, 2003

REVISED: ~~January 26, 2009~~

216.1. SUPPLEMENTAL DISCIPLINE RECORDS	
<p>1. Purpose/Authority SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. Sec. 6341</p>	<p>The purpose of this policy is for the school district to maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p>
<p>2. Guidelines 42 Pa. C.S.A. Sec. 6341</p>	<p><u>Adjudicated Students</u></p> <p>Through the juvenile probation department, the court shall report to school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher(s) and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p> <p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the District, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p>

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<p>SC 1304-A</p>	<p>Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p> <p>This registration statement shall be maintained as part of the student's disciplinary record.</p>
<p>SC 1305-A Pol. 216</p>	<p>When a student transfers to this District from another school district or a nonpublic school, a certified copy of the student's disciplinary record shall be obtained from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.</p> <p>When a student transfers from Wyomissing Area School District to another school district or a nonpublic school, the District shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1304-A, 1305-A, 1307-A</p> <p>Adjudication of Juveniles – 42 Pa. C.S.A. Sec. 6341</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Safe and Drug-Free Schools and Communities Act – 20 U.S.C. Sec. 7165</p> <p>Board Policy – 216</p>