

Policy Committee Agenda
Thursday, November 9, 2017 7:00 p.m.
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the October 18, 2017 Policy Committee Meeting**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - Policy and Regulation 6146: Student Athletics
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - None
- 6. Policies and Regulations for Review and Discussion**
 - Policy and Regulation 5114: Attendance Records
 - Policy and Regulation 5225: Student Records
 - Policy and Regulation 5121: Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers
 - Policy 6300: Adult Education
 - Policy and Regulation 8020: Supplies
 - Policy and Regulation 8021: Telephones

7. Future Meetings

Meetings for the remainder of the 2017-2018 school year will be determined and published at a later date. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

2017 Policy Committee Goals:

1. To identify and examine critical issues facing the District from a Policy and Regulation perspective.
2. To review existing and develop new Policies and Regulations in response to legal requirements, administrative recommendations, Board priorities, community input and external issues.
3. To communicate Policy and Regulation revisions to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
4. To continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.

**Draft Pending Committee Approval
Policy Committee Meeting
Wednesday, October 18, 2017
T/E Administrative Offices, Room 200
7:00 p.m.**

Board Committee Members: Kevin Buraks, Chair; Kate Murphy, Ed Sweeney

Other Board Members: Doug Carlson

T/E School District Representatives: Rich Gusick, Ken Roos, Mark Cataldi, Mike Szymendera, Jeanne Pocalyko

Community Members: Doug Anestad

Approval of Minutes: The minutes of the September 7, 2017 meeting were approved.

Public Comment

Doug Anestad commented on Regulation 5461: Maintaining Appropriate Boundaries with Students.

Review of Policies for 2nd Reading

Policy and Regulation 1126: Website Accessibility

This new Policy and Regulation are part of the continued efforts to ensure the District's website is accessible to all visitors. In accordance with best practices set forth by the Office of Civil Rights, the intention of this Policy and Regulation is to affirm the District's commitment to making all new, newly-added, or modified online content and functionality accessible to people with disabilities as measured by conformance to industry standards for web content. The Policy will be sent to the Board of School Directors for a second reading at their meeting on October 23, 2017. Regulation 1126 was approved with a minor revision.

Policy and Regulation 4030: Appointment of Employees and Required Clearances

The title of Policy and Regulation was revised to use the term Certifications instead of Clearances. Employees are required to obtain certifications for child abuse, PA State Police criminal record check and FBI criminal record check as a condition of employment, and they must be renewed every 60 months. Information about how to apply for and obtain employment certifications can be found on the District website, and also the Pennsylvania Department of Human Services' website. Individuals whose background check/certifications reveal an offense that would disqualify the individual from obtaining work in the District under applicable law shall not be considered for employment. Policy 4040: Obligation to Report Driver's License Suspensions and Revocations and Policy 4041: Obligation to Report Criminal Offenses will be listed as cross-references. The Policy will be sent to the Board of School Directors for a second reading at their meeting on October 23, 2017. Regulation 4030 was approved with a minor revision.

Policy and Regulation 4035: Dress and Appearance

This existing Policy and Regulation specifies guidelines to appropriate dress and appearance, as well as restrictions to the promotion of religion and political advocacy for District employees only. Revisions were made to apply the same requirements for non-District employed aides and other professionals while performing services to the District. The Policy will be sent to the Board of School Directors for a second reading at their meeting on October 23, 2017. Regulation 4035 was approved at the September 7, 2017 meeting.

Policy and Regulation 5436: Reporting Suspected Child Abuse

This Policy was revised to specify that the term mandated reporters is defined in the accompanying Regulation. All school employees are required to report suspected child abuse if the person has reasonable cause to suspect that a child is a victim of child abuse. In compliance with the law, engaging a child in trafficking was added to the list of reportable offenses. A direct link to the State's electronic reporting system for suspected child abuse was updated in the Regulation. The Policy will be sent to the Board of School Directors for a second reading at their meeting on October 23, 2017. Regulation 5436 was approved at the September 7, 2017 meeting.

Information

None

Follow Up from Previous Policy Committee Meeting

Regulation 5461: Maintaining Appropriate Boundaries with Students

This Regulation address a range of behaviors that includes unlawful or improper interactions with students. All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. The Regulation was revised to include the definition of a "District Employee." Other terms that are defined in the Regulation, such as "legitimate educational reason" and "electronic communication," will be moved to the beginning of the Regulation. Additional examples of conduct that could or may violate professional boundaries were specified. Furthermore, District Employees are prohibited from allowing a student to use their cell phone or other personal electronic devise, except in an emergency situation. District Employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with students that are not specifically authorized. If a District Employee plans to use electronic or digital messages, including text messages, then permission must be obtained from the student's parent/guardian and the building Principal. In the case where a personal relationship exists or develops between a District Adult and a student's family, the District Adult is strongly encouraged to maintain professional boundaries and has the burden to demonstrate that the student's parent/guardian had actual knowledge of and consented with the conduct deviating from the professional boundaries as specified in the Regulation. Any adult who is aware of or suspects a violation of the Regulation shall immediately notify the Superintendent or an administrator. Questions or concerns about the Policy or Regulation should be directed to the Director of Assessment and Accountability or building Principal. Regulation 5461 was approved with minor revisions.

Regulation 5455: Homeless Students

This Regulation specifies the implementation of the law for homeless children and youth and governs entitlements to students who are deemed homeless. The categories of homeless children and youths are specified in the Regulation, as well as procedures for enrollment of a new student or continued enrollment of a current student. Homeless students are provided with services comparable to those offered to other District students, such as transportation, school nutrition programs, and educational programming for which they meet eligibility criteria. Title I mandates that funds be reserved to serve homeless children. The District's Director of State and Federal Programs serves as the designated liaison for homeless students. Regulation 5455 was approved with minor revisions.

Policies and Regulations for Review and Discussion

Policy and Regulation 4040: Obligation to Report Driver's License Suspensions and Revocations

This Policy is cross-referenced in Regulation 4030: Appointment of Employees and Required Clearances. The Policy was originally adopted in January 2007 and a new Regulation was drafted to

accompany the Policy. Any employee whose essential job requirements include a valid driver's license must report any suspension or revocation of their driver's license to the Director of Human Resources no later than 72 hours of receiving notice. Contracted service providers who are responsible for transporting District students, employees or property must notify the District any time any of its employees or agents who are performing work for or on behalf of the District have had their driver's license suspended or revoked. The Policy was reviewed and no changes were made. The Regulation was approved as presented.

Policy and Regulation 6146: Student Athletics

The Policy establishes guiding principles to the establishment and implementation of the athletic program, including course credit, equal opportunity, gender eligibility, management and extracurricular program offerings. Students participating in student athletics are subject to all school rules, Board Policies and Administrative Regulations and the provisions contained in any Student Handbook or Code of Conduct. Additionally, any applicable regulations of the Central League and PIAA apply. Student athletes in interscholastic, intramural and club sports and their parent/guardian must sign the (1) Sudden cardiac arrest symptoms and warning signs information sheet and (2) Concussion and traumatic brain injury information sheet. The Policy will be sent to the Board of School Directors for a first reading at their meeting on October 23, 2017. Regulation 6146 was approved with a minor revision.

Regulation 5401: Student Discipline

The Regulation provides guidelines for developing self-discipline, disciplinary action, special procedures for suspension of students with disabilities, and bullying procedures. The Regulation was last revised in October 2016. Several references to timelines for suspendable offenses were corrected to specify school days instead of calendar days. Regulation 5401 was approved as presented.

Additional Announcement

The meeting time of the Education Committee changed to 1:00 PM on November 1, 2017 due to the availability of the demographer who will provide an update on enrollment projections.

Future Meetings

The next meeting is scheduled for Thursday, November 9, 2017. The remainder of the meetings for the 2017-2018 school year will be determined and published at a later date. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

Adjournment

The meeting adjourned at 7:50 PM.

2017 Policy Committee Goals:

1. To identify and examine critical issues facing the District from a Policy and Regulation perspective.
2. To review existing and develop new Policies and Regulations in response to legal requirements, administrative recommendations, Board priorities, community input and external issues.
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4. To continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.

Student Athletics

Definitions

“Interscholastic sports” are those that are funded and fully staffed by the District and compete under Rules and Regulations provided by the Pennsylvania Interscholastic Athletic Association (“PIAA”), or other applicable governing body.

“Intramural sports” are staffed and financially supported by the District, but are not governed by the PIAA.

“Club sports” may receive some support from the District whether financial and/or through use of facilities or equipment.

Guidelines~~Guiding Principles~~

The Board establishes the following ~~guidelines-principles to guide the establishment and implementation of for~~ its athletic program:

- ~~1. — **Establishment of Program** — Athletics are offered by the District as an integral part of the District’s educational program.~~
- 21. Course Credit** - High School students, with the exception of ninth grade students, may earn physical education credit by participating in an approved athletic activity.
- ~~3. — **Staffing** — Special effort shall be made to attract and hold a highly qualified, experienced staff which is oriented to the teaching aspects of both the curricular athletic program and the extracurricular program.~~
- 42. Equal Opportunity** - The District will operate athletic programs in compliance with all applicable Federal and State laws, including Title IX of the Educational Amendments of 1972.
- 53. Gender Eligibility**- Any issues with respect to eligibility for a specific District team will be determined by the District in a manner that does not limit the ability of that District team to participate in competitions, including playoffs, with other teams of the District’s team’s gender designation.
- 64. Management** - Since athletics are a part of the educational program designed to meet the needs of the participants, all activities shall be organized and scheduled strictly for the benefit of the participating students. Every effort shall be made to schedule athletic contests after regular class hours so that students will not have to be excused from class.
- 75. Extracurricular Program Offerings** -The specific sports for men and women, and the levels offered in each sport, shall be reviewed by the principal of each building on an annual basis to ensure the overall program meets the requirements of this Policy and assures maximum educational value for the resources expended. ~~The following factors shall be considered in recommending, and by the Board in assessing, the possibility of adding a new sport or adding a new level in an existing sport:~~

- ~~–Contribution to the goals of the District and the athletic program~~
- ~~–Effect on the balance between athletic opportunities for men and women~~
- ~~–Sustained interest by enough students to qualify as a team~~
- ~~–Financial feasibility, including insurance costs~~
- ~~–Availability of qualified coaching staff~~
- ~~–Cost and availability of facilities appropriate to the demands of the sport~~
- ~~–Availability of competition at other schools~~
- ~~–Safety issues and the ability of the school administration to provide adequate supervision of the program~~

A new sport shall normally be offered either as an intramural or club sport while student interest grows and participation develops. The same factors shall be considered when the elimination of a sport or level is contemplated.

Student Conduct & Eligibility

~~While participating in student athletics, In all these activities,~~ students shall be subject to all school rules, Board Policies and Administrative Regulations and the provisions contained in any applicable Student Handbook or Code of Conduct. Additionally, any applicable school and District policies, including regulations of the Central League and PIAA, including those related to academic eligibility, shall also apply if applicable.

All extracurricular interscholastic sports are offered subject to PIAA rules and regulations whether competition is specifically regulated by the PIAA or not.

Cross Reference:

Policy and Administrative Regulation 5311 (Eligibility for Participation in School-Related Activities)

Adopted: November 24, 1969

Revised: September 10, 1973

Revised: January 24, 1983

Revised: January 27, 1986

Revised: December 5, 1994

Revised: April 28, 1997

Revised: June 16, 1997

Revised: January 26, 1998

Revised: June 1, 1998

Revised: February 23, 2004

Revised: October 27, 2014

Revised: January 3, 2017

First Reading: October 23, 2017

Student Athletics

Equal Opportunity

The District will take affirmative action to ensure that a balanced program for men and women is maintained at all times. The following factors shall be considered in assessing the balance of the program:

- the nature and extent of the sports offered and their accommodation of the interests and abilities of men and women both in terms of sports and levels of competition offered
- the provision of equipment and supplies
- the scheduling of games and practice time
- the provisions for travel
- the quality and extent of the coaching provided
- the assignment and compensation of coaches
- the provision of locker room, practice, and competitive facilities
- the nature and extent of publicity

Although equal aggregate expenditures shall not be required, financial resources shall be allocated as necessary to provide facilities, equipment, supervision, supplies, and opportunities for participation and competition which equally accommodate the athletic interests and abilities of both men and women.

Each school year, prior to participating in an athletic activity, including interscholastic, intramural and club sports, every student athlete and their parent/guardian shall be required to sign and return the following: (1) Sudden cardiac arrest symptoms and warning signs information sheet; and (2) Concussion and traumatic brain injury information sheet. These required forms can be found at **Attachment A** and **Attachment B**, respectively, of this Administrative Regulation.

Students participating in interscholastic athletics shall be responsible for signing and returning all paperwork and permission forms required by the PIAA. To the extent that the required sudden cardiac arrest and concussion/traumatic brain injury information sheets noted above are included and completed in connection with the required PIAA paperwork, it is not necessary for students to separately sign and return the specific forms attached at Attachment A and Attachment B.

The District will follow the guidelines as set forth in Pennsylvania Interscholastic Athletic

{01509134 } Adopted: October 17, 2014

Revised: December 15, 2016

Tredyffrin Easttown School District

Association (“PIAA”) By-Law Article XVI with regard to mixed gender participation in athletics in a manner that does not limit the ability of that District team to participate in competitions, including playoffs, with other teams of the District’s team’s gender designation. In general, a student is eligible to participate on sports teams that correspond with the student’s birth gender. Certain exceptions shall be made on a case-by-case basis in accordance with PIAA regulations as long as the eligibility of a student does not exclude the team as a whole from PIAA competition or playoffs with other teams of their gender. PIAA defines a mixed gender team as one consisting of both boys and girls. Mixed gender teams may only participate in post-season playoffs for boys’ teams.

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 students die of SCA each year. It is the #1 cause of death for student athletes.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;
- unexplained shortness of breath;
- dizziness;
- extreme fatigue;
- chest pains; or
- racing heart.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

Act 59 – the Sudden Cardiac Arrest Prevention Act (the Act)

The act is intended to keep student-athletes safe while practicing or playing. The requirements of the act are:

- All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.

- Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, nurses and athletic trainers.

Removal from play/return to play

- Any student-athlete who shows signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.
- Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

I have reviewed and understand the symptoms and warning signs of SCA.

Signature of Student-Athlete

Print Student-Athlete's Name

Date

Signature of Parent/Guardian

Print Parent/Guardian's Name

Date

Athlete/Parent/Guardian Concussion Information Sheet and Acknowledgement Form

A concussion is a type of traumatic brain injury that disrupts normal functioning of the brain. . A concussion can be caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Concussions are a type of Traumatic Brain Injury (TBI), which can range from mild to severe and can disrupt the way the brain normally functions. Concussions can cause significant and sustained neuropsychological impairment affecting problem solving, planning, memory, attention, concentration, and behavior.

The Centers for Disease Control and Prevention estimates that 300,000 concussions are sustained during sports related activities annually and more than 62,000 concussions are sustained each year in high school contact sports. Second-impact syndrome occurs when a person sustains a second concussion while still experiencing symptoms of a previous concussion. It can lead to severe impairment and even death of the victim.

The Safety in Youth Sports Act signed into law in November of 2011 mandates measures to be taken in order to ensure the safety of student-athletes involved in interscholastic sports in Pennsylvania. It is imperative that athletes, coaches, and parent/guardians are educated about the nature and treatment of sports related concussions and other head injuries. The Act states that:

- A student participating in or desiring to participate in an athletic activity and the student's parent or guardian shall each school year, prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgment of receipt and review of a concussion and traumatic brain injury information sheet.
- A school entity may hold an informational meeting prior to the start of each athletic season for all ages of 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 students, parents, coaches and other school officials, the informational meetings may include physicians, neuropsychologists, athletic trainers and physical therapists.
- 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 student's school entity, 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.
- 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 governing body of a school entity may designate a specific person or persons, who must be appropriate medical professionals, to provide written clearance for return to participation.
- In order to help determine whether a student is ready to return to participation, an appropriate medical professional may consult any other licensed or certified medical professionals.
- Once each school year, a coach shall complete the 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.

- A coach shall not coach an athletic activity until the coach completes a concussion management certification training course.
- The governing body of a school entity shall establish the penalties for a coach found in violation of the requirements of removing a player or returning to play.

Quick facts

- Most concussions do not involve loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk of another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- You can sustain a concussion even if you do not hit your head.
- A blow elsewhere on the body can transmit an “impulsive” force to the brain and cause a concussion.
- Signs and symptoms of a concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

Danger signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other.
- Is drowsy or cannot be awakened.
- A headache that not only does not diminish, but gets worse.
- Weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea.
- Slurred speech.
- Convulsions or seizures.
- Cannot recognize people or places.
- Becomes increasingly confused, restless, or agitated.
- Has unusual behavior.
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

Examples of signs of concussions observed by coaches, athletic trainers, parents/guardians

- Appears dazed or stunned.
- Is confused about assignment or position.
- Forgets plays or demonstrates short term memory difficulties.
- Unsure of game, score, or opponent.
- Exhibits difficulties with balance, coordination, concentration, and attention.
- Answers questions slowly or inaccurately.
- Demonstrates mood, behavior or personality changes.
- Unable to recall events prior to or after the hit or fall.

Examples of symptoms of concussions reported by student-athletes

- Headache or “pressure” in head.
- Nausea/vomiting.
- Balance problems or dizziness.
- Double vision or changes in vision.
- Sensitivity to light and/or sound.

- Feeling sluggish, hazy, or foggy.
- Difficulty with concentration and/or short term memory.
- Confusion.
- Just not “feeling right” or “feeling down.”

Why should a student-athlete report their symptoms?

- If an athlete has a concussion, his/her brain needs time to heal. While an athlete’s brain is still healing, s/he is much more likely to have another concussion.
- Repeat concussions can increase the time it takes to recover.
- In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

What should a student-athlete do if they think they have a concussion?

- **Don’t hide it.** Tell your Athletic Trainer, Coach, School Nurse, or Parent/Guardian.
- **Report it.** Don’t return to competition or practice with symptoms of a concussion or head injury. The sooner you report it, the sooner you may return-to-play.
- **Take time to recover.** If you have a concussion your brain needs time to heal. While your brain is healing you are much more likely to sustain a second concussion. Repeat concussions can cause permanent brain injury.

What can happen if a student-athlete continues to play with a concussion or returns to play to soon?

- Continuing to play with the signs and symptoms of a concussion leaves the student-athlete vulnerable to second impact syndrome.
- Second impact syndrome is when a student-athlete sustains a second concussion while still having symptoms from a previous concussion or head injury.
- Second impact syndrome can lead to severe impairment and even death in extreme cases.

What should you as a parent/guardian do if you think your athlete has a concussion?

- If you suspect that an athlete has a concussion notify the school and seek medical attention.
- Do not try to judge the severity of the injury yourself.
- Keep your athlete out of play until a health care professional, experienced in evaluating for concussions, says s/he is symptom-free and it’s OK to return to play.
- Rest is the key to helping an athlete recover from a concussion.
- Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse.
- Remember that after a concussion returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

Should there be any temporary academic accommodations made for student-athletes who have suffered a concussion?

- To recover cognitive rest is just as important as physical rest. Reading, texting, testing-even watching movies can slow down a student-athletes recovery.
- Stay home from school with minimal mental and social stimulation until all symptoms have resolved.
- Students may need to take rest breaks, spend fewer hours at school, be given extra time to complete assignments, as well as being offered other instructional strategies and classroom accommodations.

Student-athletes who have sustained a concussion should complete a graduated return-to-play before they may resume competition or practice, according to the following protocol:

- **Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. If no return of symptoms, next day advance.
- **Step 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- **Step 3:** Sport-specific exercise including skating, and/or running: no head impact activities. The objective of this step is to add movement.
- **Step 4:** Noncontact training drills (e.g. passing drills). Student-athlete may initiate resistance training.
- **Step 5:** Following medical clearance (consultation between school health care personnel and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Step 6:** Return to play involving normal exertion or game activity.

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. It's better to miss one game than the whole season

For more information on Sports-Related Concussions and other Head Injuries, please visit the following websites:

www.cdc.gov/concussion

www.gopats.org

www.biapa.org

www.brainsteps.net

www.stopsportsinjuries.org/concussion

www.ncaa.org/health-safety

www.concussionwise.com/pennsylvania

http://www.portal.state.pa.us/portal/server.pt/community/grants_funding/14140/traumatic_brain_injury/666239

Signature of Student-Athlete

Print Student-Athlete's Name

Date

Signature of Parent/Guardian

Print Parent/Guardian's Name

Date

References:

1. The Centers for Disease Control and Prevention (CDC): "*Heads Up Tool Kit for Youth Sports*"
2. NCAA: "*Concussion- A Fact Sheet for Student-Athletes*"

Attendance Records

~~Accurate records of daily and class attendance of all students shall be kept as directed by the Superintendent of Schools and in compliance with applicable state law.~~

REPEALED

Attendance Records _____

~~The daily attendance report is the official record of original entry for all items of attendance. In all cases, daily attendance is to be taken by a teacher and the attendance record for a student will be maintained by that teacher and by the building principal. The attendance record for each child will be maintained in the school for seven (7) years, using the State coding system. The accuracy of the attendance records for each student will be the responsibility of the building principal and the classroom teachers.~~

RESCINDED

Student Records

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law.

Parents/Guardians and eligible students, as defined in the accompanying Administrative Regulation, shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English.

In accordance with law, each District teacher shall prepare and maintain a record of the work and progress of each student.

The Superintendent or designee shall develop Administrative Regulations consistent with this Policy which shall be approved by the Board prior to going into effect. Any changes to the Administrative Regulations, except for minor editorial revisions, shall be approved by the Board. Minor editorial revisions shall be submitted to the Board but do not require Board approval. The Administrative Regulations shall meet the requirements of all state and federal statutes and regulations and provide for the following:

1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights.
2. Permitting legally required access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the District.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and legally required disciplinary records to other K-12 educational entities and post-secondary educational entities, with the understanding that the District will not disclose disciplinary records to post-secondary schools.

Cross References: Board Policy and Administrative Regulation 8210 (Records Management); Board Policy and Administrative Regulation 5121 (Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers) ^[AI]

~~To assure the validity and usefulness of student information and to safeguard the student's right to confidentiality, the District has developed this Policy to provide guidelines for the orderly handling of student information that is of relevance to the development of~~

~~educational programs and to assure parental access to those records which affect the educational placement of their children and a means by which parents might challenge, if they feel it advisable, the content of those records.~~

~~The classification, collection, maintenance, and dissemination of student records shall be governed by a clear respect for the rights of the individual student and a regard for the privacy of the family.~~

~~The term "Student Records" refers to any information directly related to a student which is maintained in writing, on film, on tape or other electronic media for the use of the District in meeting its obligation to maintain proper data regarding its students. Such records do not include the notes of professionals which are for their personal use only, and not revealed to any other person except a temporary substitute for the maker of the record.~~

~~Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.~~

~~The release or dissemination of such records shall be made only in compliance with the Pennsylvania Public School Code of 1949 (the "School Code"), as amended, directives mandated by the Pennsylvania Department of Education, under the amended federal Family Educational Rights and Privacy Act of 1974 ("FERPA") and, with regard to students with disabilities, in compliance with the Individuals with Disabilities Education Improvement Act ("IDEA")~~

~~All student information shall be maintained in the District in accordance with procedures identified with the classification of the materials and with adequate security to safeguard the privacy of the student.~~

~~In situations in which the District is asked by other agencies, institutions, or individuals to transmit student information to those parties, stringent precautions shall be prescribed to insure compliance with FERPA and to protect the rights of the student against infringement of privacy.~~

~~In accordance with FERPA, and the School Code, the State requires that the District transfer a certified copy of disciplinary records, with respect to suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full or part time basis.~~

~~The rights provided by this Policy also apply to parents/guardians of students who receive special education programming and services from the District or an outside program provided through the District.~~

Student Records

~~The following words and terms, as used in the Family Educational Rights and Privacy Act of 1974 as amended (“FERPA”), have the following meanings, unless the context indicates otherwise:-~~

Definitions

Student means any individual who is or has been in attendance at Tredyffrin/Easttown School District (“the District”) and for whom the District maintains records.

Parent means a parent of a student, and includes a natural parent, a guardian, or an individual legally acting as a parent of a student in the absence of a parent or guardian (i.e. surrogate parent).

Directory Information includes, but is not limited to, the following information relating to a student: the student/family members’ name, address, telephone number, electronic mail address, photograph, date and place of birth, years of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Directory information does not include a student’s Social Security Number, grades, status as a student with special needs, or any other information that is not specifically identified in the prior paragraph.

Directory information may include a student identification (ID) number or personal identifier as long as the ID number or identifier cannot be used to gain access to educational records without another factor (such as a PIN or password) possessed only by the authorized user.

Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or designee.

Destruction means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable.

Disclosure means permitting access or the release, transfer, or other communication of personally identifiable information contained in education records of the student orally, in writing, by electronic means, or by any other means to any party except the party identified as the party that provided or created the record.

Educational Agency means any public or private agency to which the Family Educational Rights and Privacy Act (“FERPA”) applies.

Education Records ~~–(or **Student Records**) means ~~Those~~ those~~ records that are directly related to a student and maintained by the District or a party acting for the District. They do not include:

- a. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. 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.
- ~~c.~~ Other records specifically excluded from the definition of education records under FERPA and its implementing regulations.

Eligible Student means a student who has attained eighteen (18) years of age or a student who is attending an institution of post-secondary education at any age. In the case of a dually enrolled student, the District and the postsecondary institution at which the student is enrolled may exchange information on the student. If the student is under eighteen (18) years of age, the parents still retain the rights under FERPA at the District and may inspect and review any records sent by the postsecondary institution to the District.

Electronically Stored Information (ESI) includes, but is not limited to, emails and electronic documents. The possible sources/locations of ESI are individual hard drives, local and remote servers, removable media and devices used to conduct school district business.

Personally Identifiable Information ~~– means ~~Data~~ data~~ or information including the following:

- ~~a.~~
- a. ~~(a)~~ The name of a student or the name of any of the student's family members.
- ~~b.~~
- b. ~~(b)~~ The address of the student or of the student's family.
- ~~c.~~
- c. ~~(c)~~ A personally identifying piece of information such as the student's telephone number, student ID, biometric record, or social security number.
- ~~d.~~
- d. ~~(d)~~ Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
- ~~e.~~

- e. ~~(e)~~ 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; or
- f. ~~f.~~
- g. ~~f.~~ Information requested by a person who the agency or institution reasonably believes to know the identity of the student to whom the education record relates.

Biometric Record, as used in the definition of “personally identifiable information,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

School Officials refer to persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a Board member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official under certain circumstances.

Legitimate Educational Interest means needed in order for the school official to fulfill their designated professional responsibilities.

Protection of confidentiality

The District shall protect the confidentiality of personally identifiable information ~~at in~~ the collection, storage, disclosure and destruction ~~stages of that information~~ student records.

Annual notification of rights (See Attachment 2) ~~(A1)~~

The District shall give parents of students in attendance or eligible students in attendance at the District annual notice by such means as are reasonably likely to inform them of their rights under FERPA including the following:

1. The right to inspect and review the student’s education records.
2. The right to seek amendment of the 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file with the Department of Education a complaint concerning alleged failures by the District to comply with FERPA.

Parent access rights

Parents, as defined above, have a right to inspect ~~and~~, review and copy education records maintained by the District relating to a their child of that parent in the presence of a school official. Parents wishing to inspect, review or copy such records should submit a written request to the school principal or designee ~~[or appropriate school official]~~ a written request that ~~identified~~ identifies the record(s) they wish to inspect, review or copy. ~~The District, upon request of a parent, shall permit the parent to inspect and review education records relating to a child of that parent. A school~~ The District shall comply with a proper ~~the~~ request within a reasonable period of time, but not exceeding 45 days after the request is received.

If circumstances effectively prevent the parent from exercising the right to inspect and review the student's education records, the District shall:

- ~~a.—~~
- a. ~~(a)~~ Provide the parent with a copy of the records requested; or
- ~~b.—~~
- ~~e.—~~
- d.b. Make other arrangements for the parent to inspect and review the requested records.

The District may charge a fee for a copy of an education record in accordance with this Administrative Regulation.

The right to inspect, review or copy education records includes:

- ~~a.—~~
- a. ~~(a)~~ The right of a parent to request of and receive from the District a reasonable explanation and interpretation of information contained in the education records of the child.
- ~~b.—~~
- b. ~~(b)~~ The right of a parent to designate a representative who will inspect, review or copy the records.

If an education record of a student includes information on more than one student, the may inspect, review or be informed of only the information relating to their child. A parent has the right to copy an education record originally containing information on more than one child, but prior to doing so, the District shall delete, redact, or otherwise

remove from the record any personally identifiable information concerning any child who is not the child of the parent.

In cases involving separation, divorce, or custody in which the law views both parents as legal guardians, both the parent with whom the child resides and the parent with whom the child does not reside enjoy the same rights and privileges regarding review of and access to student records absent a court order to the contrary.

In case of divorce, unless there are extenuating or limiting circumstances, both natural parents retain the legal right to review of student records. In cases where the divorce decree limits the rights of the non-custodial parent with respect to visitation or knowledge of the child, the non-custodial parent shall be denied access to the child's records. The burden to produce the court order to deny access is on the parent seeking to deny access. In order to protect the interests of the District, when a divorced non-custodial parent requests access to a child's records, and there is no court order or other legally binding document denying access on file, that parent may be requested to complete a Records Access Affidavit. The completed affidavit shall be retained in the student's file.

Student access rights

Whenever a student ~~becomes an eligible student, as defined above, has attained 18 years of age,~~ the rights accorded to and the consent required of the parent of the student under FERPA shall thereafter be accorded to and required of only the student.

Access of records

The ~~school~~ District shall keep an access record of each individual, organization or agency other than school officials, as defined above, that requests for access to and each disclosure that is made of personally identifiable information from the education records of each student, ~~as well as the names of State and local educational authorities, or U.S. officials listed in FERPA that may make further disclosures of personally identifiable information from the student's education records without consent under FERPA.~~ The access record shall include the name of the party, the date access was given and the legitimate interests for which the party was allowed to use the records. - In the event that the District discloses personally identifiable information from education records of a student under the health or safety emergency exception outlined in FERPA, the District shall further record the following the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure.

Personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student or as permitted by law.

In the event that the District discloses personally identifiable information from an education record with the understanding that the party receiving the information may make further disclosures as authorized under by FERPA or other applicable law, the access record shall include the names of the additional parties to which the receiving party may disclose the information on behalf of the District, and the legitimate interests which each of the additional parties has in requesting or obtaining the information.

~~A parent following parties shall have the right to inspect and review the access record: (1) the parents(s) or eligible student; (2) the school official or their assistant(s) who are responsible for the custody of such records; and (3) those parties authorized by FERPA for the purposes of auditing the recordkeeping procedures of the District. kept for the education records of his child.~~

~~A record of the professional district employees who have gained access to the education records of a student, is not required.~~

~~*Maintenance of records*~~

~~The principal shall be responsible for insuring that the education records' confidentiality policies and procedures are enforced and administered.~~

~~The District shall:~~

- ~~• annually notify parents of the policies and procedures regarding student education records and the rights of parents under both State and Federal law concerning the confidentiality of education records.~~
- ~~• develop a system of safeguards which will protect the confidentiality of personally identifiable information at the point of collection, storage, release and destruction.~~
- ~~• provide training and instruction in the implementation of Federal, State and local records policy requirement for agency personnel who collect or use personally identifiable information.~~
- ~~• maintain for public inspection a current listing of the names and positions of agents and employees of the agency who are authorized by the agency to have access to personally identifiable information.~~

~~*Maintenance/Destruction of student records*~~

~~Destruction means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable.~~

~~Information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed as delineated in the Student Records Retention Chart (see Attachment 1). The timelines listed in Attachment 1 reflect minimum retention periods. The District shall make a good faith effort to periodically and systematically review and destroy records as contemplated in Attachment 1; however, nothing in this Administrative Regulation shall be construed as a guarantee that every applicable record will be destroyed on the exact date on which the minimum retention period has been satisfied. Furthermore, the District may retain a written record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed indefinitely.~~

~~Notwithstanding the minimum retention periods listed in Attachment 1, the District will~~

comply with any court order directing the expungement or destruction of student records upon the terms and conditions outlined in such court order.

Any student records not specifically identified on the chart shall be referred to the Director of Individualized Student Services for review. ~~A written record of a student's name, address, telephone number, grades, attendance records, classes attended, grade-level completed and year completed shall be maintained for at least 100 years beyond the date the student attains the age of 24.~~

~~The District shall send written notification to the parents which shall inform the parents of their right to receive a copy of the material to be destroyed, prior to the destruction of the information.~~

The destruction of records of students with disabilities is subject to the following conditions:

~~a.—~~

~~b.—~~

a. The District shall inform the parents of a student with a disability when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student, and as a result, will be destroyed. Parents shall be provided notice of their right to receive a copy of the material to be destroyed prior to its destruction.

~~e.—~~

~~d.—~~

b. The District shall not destroy education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the District.

~~e.—~~

~~f.—~~

g.c. The District shall maintain records needed for a financial or programmatic audit of any program receiving Federal funding for three years after the completion of the activity for which the funding was used.

Legal hold procedures

When a matter is likely to lead to litigation by or against the District, a “legal hold” will be placed on the relevant matter(s), requiring that education records, including ESI, relating to the matter be retained by the District until such time as the legal hold is lifted, regardless of minimum retention periods that would dictate otherwise.

Because of the variety of matters that could lead to litigation by or against the District, the responsibility to identify such matters rests with District employees. Principals and other supervisors are responsible for informing staff whom they supervise of their responsibilities to preserve and produce items covered by a legal hold.

When a District employee has reason to believe that a matter may give rise to potential litigation, that employee shall:

- advise their immediate supervisor, building supervisor, or the appropriate central office administrator of the matter and, if requested by the supervisor, prepare a written report stating what the individual saw and/or heard, the names of the people and entities involved and the names of any witnesses; and
- preserve education records relating to the matter pending a determination regarding whether a legal hold is necessary.

The administrator shall then forward a written report to the Superintendent or designee, who, in consultation with the Solicitor, will determine whether to place a legal hold on education records, including ESI, relevant to the incident(s).

If a legal hold is implemented, then the Superintendent or designee shall direct the appropriate administrator(s) to make all reasonable efforts to retrieve and maintain any archived ESI before that data is purged and to further prevent potentially relevant records from being purged or deleted.

The Superintendent or designee shall direct the appropriate administrator(s) to advise District employees involved with the incident(s) or matter(s) at issue to retain all documents, data and information regarding the matter including, but not limited to, email communications, notes, letters and voice mail messages pending further notice.

If a matter is settled or resolved or the relevant statute of limitations has run out or it otherwise becomes apparent that litigation is not likely to arise, then the Superintendent or designee, in consultation with the Solicitor, will release the legal hold and the retained and stored documents may then be disposed of in accordance with the District's ordinary document retention policies.

Release of information

The following standards apply regarding the release of information:

Written parental consent shall be obtained before education records or personally identifiable information contained therein is released to any party unless one of the exceptions listed in § 99.31 of the FERPA regulations apply. Examples of the exceptions include but are not limited to the following:

1. Directory information, if the District has given public notice to parents of students in attendance and eligible students in attendance of:
 - The types of personally identifiable information that the District has

designated as directory information:

- A parent's or eligible student's right to refuse to let the District designate any or all of those types of information about the student as directory information; and
- The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information.

The District may disclose directory information about former students without complying with the notice and opt out conditions listed above. However, the District must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

A parent or eligible student may not use the right above to opt out of directory information disclosures to prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

The District may not disclose or confirm directory information without meeting the written consent requirements if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

2. The disclosure is to other school officials whom the District has determined to have legitimate educational interests. A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official provided that the outside party performs a District service or function for which the District would otherwise use employees; is under the direct control of the District with respect to the use and maintenance of education records; and is subject to the requirements of FERPA governing the use and re-disclosure of personally identifiable information from education records. The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate education interests.
3. The disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The records have been subpoenaed by a judicial authority, but only if the District makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a subpoena and the court or other issuing agency has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

5. The disclosure is in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals.

~~4.~~—A state or local child welfare agency caseworker or other representative is permitted to have access to the student’s educational records without having to obtain parental consent or a court order. This exception applies to children for whom the public child welfare agency has legal responsibility for their care and protection, specifically those children in the legal custody of the agency who are placed in out-of-home care. This would include children placed under a voluntary placement agreement and shared case responsibility youth who have been adjudicated dependent. Proof of the relationship with the child must be provided

6.

~~(a) The information released is directory information and the release is made under the conditions noted below.~~

~~(b) The disclosure is to other school officials (including teachers, contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions) within the District whom the District has determined to have legitimate educational interests.~~

~~(c) The agency requesting the information or record is a school district, school system, or institution of postsecondary education in which the student is enrolled or seeks to be enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer.~~

~~(d) The records have been subpoenaed by a judicial authority.~~

~~(e) A state or local child welfare agency caseworker or other representative is permitted to have access to the student’s educational records without having to obtain parental consent or a court order. This exception applies to children for whom the public child welfare agency has legal responsibility for their care and protection, specifically those children in the legal custody of the agency who are placed in out of home care. This would include children placed under a voluntary placement agreement and shared case responsibility youth who have been adjudicated dependent. Proof of the relationship with the child must be provided.~~

Special procedures regarding record-keeping regarding student disciplinary records

Records requested by school in which student seeks to enroll

Each principal or designee shall be responsible for recording and retaining records of student disciplinary actions.

The District shall disclose a student’s disciplinary records to the following:

a. Whenever a District student transfers to another school entity or nonpublic school, a certified copy of the student’s disciplinary record shall be transmitted to

the school entity or nonpublic school to which the student has transferred, upon written request by the school entity or nonpublic school to which the student has transferred. The disciplinary record shall be supplied to the receiving school within ten (10) days from receipt of the written request to supply a certified copy of the student's disciplinary record. The requirements of this section apply as well to transfers between schools within the District. The District shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.

- b. In the event that the District reports a crime committed by a child with a disability, the District must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the District reports the crime, but only to the extent permitted by FERPA and this regulation.
- c. All other requests for disciplinary records, including records requested by post-secondary institutions, will not be disclosed without written parent/guardian consent.

~~If requested, whenever a student transfers to another school entity or nonpublic school, a certified copy of the student's disciplinary records shall be transmitted to the school entity or nonpublic school to which the student has transferred. The school entity or nonpublic school to which the student has transferred should request the record. The disciplinary record shall be supplied to the receiving school within ten (10) days from receipt of the request to supply a certified copy of the student's disciplinary record. The requirements of this section apply as well to transfers between schools within the District. There is no requirement that parental consent be obtained for this information to be transferred.~~

Requirements for parental consent

~~If, under this section, parental consent is required for release of information, the school shall provide the parents with the records that are being requested, the reason the release was requested, the party or agency requesting the release and the party or agency to which the release is to be made.~~

Requirements when student with a disability is reported for a crime

~~In the event that the District reports a crime committed by a student with a disability, the District will ensure that copies of the special education and disciplinary records of the student are transmitted in compliance with FERPA.~~

Directory information

~~The following standards regarding directory information apply:~~

~~Former student—the school may, without parental consent, release information from the education records of an individual no longer enrolled in that agency if the information is directory information.~~

Present student

~~(a) An agency may, without parental consent, release personally identifiable information from the education records of a student who enrolled in the agency if the information has been designated as directory information.~~

~~(b) The District shall give parents annual notice of the categories of information that have been designated as directory information and shall allow the parents of each student a reasonable amount of time to inform the District in writing that any or all of the student's information designated as directory information shall not be released without the parent's prior consent.~~

Secondary student

~~(a) The District shall release, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.~~

~~(b) A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (a) not be released without prior written parental consent, and the building principals or his or her designee shall be responsible for notifying parents of the option to make a request and shall comply with any request.~~

Parents' request for amendment of records

Request to amend - A parent who believes that information in education records collected, maintained or used under this section is inaccurate or misleading or violates the privacy or other rights of the ir child may request the school to amend the information.

(a) The school principal shall decide whether to amend the information in accordance with the request of the parent within a reasonable time after receipt of the request to amend.

(b) If the principal ~~decides to refuse~~declines to amend the ~~information record(s)~~ in accordance with the request of the parent, the parent shall be informed of the refusal and the specific reasons for the refusal. The parent and shall also be notify-notified the parent in writing of the right to request and receive a hearing to challenge the decision of the school principal.

Records hearing - The District shall, on parent request, provide ~~the parent with an~~ opportunity for a hearing to challenge information in education records if the parent alleges that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the ir child. The hearing shall be conducted according to the following:

(a) The hearing shall be held within a reasonable time after ~~it has received~~ the request ~~for the hearing from the parent or eligible student~~ has been received.

(b) Notice shall be given to the parent or eligible student of the date, time, and place of the hearing, reasonably in advance of the hearing.

(c) The hearing ~~may~~ shall be conducted by an individual, ~~including an~~ who may be an official of the District, who does not have a direct interest in the outcome of the hearing.

(d) The District shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of ~~his or her own~~ their choice, including an attorney.

(e) The District shall make its decision in writing within a reasonable period of time after the hearing.

(f) The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Decision to amend - If, as a result of the hearing, the District decides that the information is inaccurate, misleading or otherwise in violation of the privacy ~~of stated~~ rights of the students, it shall amend the education records accordingly and so inform the parent in writing.

Decision not to amend - If, as a result of the hearing, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, it shall inform the parent in writing also advise the parent of the right to place in the education record of the student a statement which sets forth the written comments of the parent upon the information in the education records or reasons for disagreeing with the decision of the ~~agency~~ District, or both.

(a) The statement of the parent shall be appended ~~by the school~~ to the education records for as long as the record(s) or the contested portion thereof is maintained by the District.

(b) If the education record(s) of the student or the contested portion thereof is released by the District to a third party, the statement of the parent shall also be released to that the third party.

(c) This section will not be interpreted to mean that the parent and the District may not by mutual agreement, meet prior to a parent request for a hearing or the hearing itself to discuss the concerns of the parent regarding the accuracy or inaccuracy of the records of the student and to reach resolution.

Scope of hearing – Parents may not use the FERPA records amendment hearing process to challenge a grade, opinion, or substantive decision made by the District

about a student. FERPA was intended to require that schools conform to fair recordkeeping practices, and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek amendment to education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the District is not required to hold a hearing on the matter.

Fees

Unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, the District may charge a fee for a copy of an education record which is made for the parent or eligible student.

The Superintendent, or ~~his~~ designee, may waive fees that total less than \$10.

Fees for copying will be charged according to the following fee schedule which shall be periodically updated.

Copying costs

Paper copying charge	\$0.25 per page
Electronic records copied to native media	Actual Cost to District
Conversion to paper	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.

Filing of ~~Formal~~ formal Complaints ~~complaints~~

The District shall inform Parents-parents and eligible students of their right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. ~~The name and address of the Office that administers FERPA are:~~ Such complaints shall be submitted in writing to:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

Attachment 1

RECORD RETENTION SCHEDULE

DESCRIPTION	RETENTION PERIOD	DISPOSAL
<p>Student Records – Official Administrative Record</p> <p><u>Consists of: Student’s name, address, phone number, grades, attendance record, classes attended, grade level and year completed</u></p> <p>—name, parents/guardians’ names, and place of work, address, telephone numbers, birth date, transcript showing grade levels, courses completed, level of achievement, standardized achievement test scores and attendance, participation in officially recognized activities and sports</p>	<p>100 years <u>District may retain this information indefinitely</u></p>	<p>2</p>
<p>Student Records – Medical</p>	<p>2 years after date student last enrolled</p>	<p>2</p>
<p>Student Records – Special Education</p>	<p>Annually <u>Periodically</u> review – Retain relevant information¹ <u>for</u> at least six (6) years after a child’s graduation or six (6) years after that child is no longer of school age</p>	<p>2</p>
<p>Student Records – Discipline</p>	<p>2 years after date student last enrolled <u>Removed from the student’s files at periodic intervals (i.e. when the student transitions to the middle or high school and when the student leaves school. All records of incidents of violence maintained at least until student graduates.</u></p>	<p>2</p>
<p>Student Records – Other</p> <p>Ex.) grades on teacher prepared tests; interest inventories; family background information</p>	<p>Annually review</p>	<p>2</p>

~~Disposal Codes~~

¹ Under the IDEA and relevant regulations, the ~~School~~-District must inform parents when information is determined to be no longer relevant to provide educational services to the student, and will therefore be destroyed. Information may be destroyed at the request of the parents, with the exception of the Official Administrative Record and Student discipline records described above

- ~~1. Routine—no special precautions~~
- ~~2. Special—confidential records which must be destroyed in a secure manner~~

Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers

The Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions, prospective employers and representatives of the Armed Forces of the United States as required by law.

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers, as required by law.

The Superintendent or designee shall develop Administrative Regulations implementing this Policy which shall establish procedures for annually notifying parents/guardian/students, as appropriate, of this Policy. The notice shall:

1. Advise that the District routinely discloses names, addresses and telephone numbers of students to military recruiters to the extent required by law, subject to a parent/guardian/student's request not to disclose such information without written consent;
2. Explain the parent/guardian/student's rights to request that the student information detailed above not be disclosed without prior written consent; and
3. Establish a procedures for how the parents/guardians/students can opt out of the disclosure of such student information, and the method and timeline for doing so.

Legal Citations: 51 P.S. 20221-20225 (Act 10 of 1991); 20 U.S.C. 7908; 10 U.S.C. 503; 24 P.S. 2402

Cross Reference: Board Policy and Administrative Regulation 5225 (Student Records)

Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the parent/guardian (or a student who has reached 18 years of age) requests that such information not be released without prior written parental (or student, for a student who has reached 18 years of age) consent.

The building principal or designee shall annually notify parents/guardians and students who have reached 18 years of age of the right to request student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written consent. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to convey the information is sufficient to satisfy the required notification provision, so long as the parent/guardian/student is provided with at least 21 calendar days to request, in writing, that such student information not be released.

The building principal or designee shall, upon request, provide a list of graduating seniors to military recruiters by the first day of the academic year of graduation. The names of students who have opted out of this disclosure shall not be included on this list.

It shall be within the discretion of the building principal or designee determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on District property.

Adult Education

~~The District authorizes adult education groups to utilize the plant and facilities of the District for programs at the discretion of the administration. These groups shall be responsible for any fees and charges imposed by other Board policies.~~

REPEALED

Adopted: November 24, 1969
Revised: March 28, 1988
Revised: December 5, 1994
Revised: December 6, 2004

Supplies

The building principal or designee is responsible for all school supplies and the ~~Chief Operations Officer~~ Business Manager or designee is responsible for all non-school supplies.

The Business Manager, building principal, or their designee(s) ~~They~~ shall ensure adequate amounts of supplies are available at all times through the initiation and distribution of supply orders and the maintenance of supply inventories.

Supply inventories shall be maintained to ensure the adequacy of supplies ~~or and~~ to detect excess accumulation of supplies. ~~and shall be used as guidance in placing supply orders.~~

When practical, supplies shall be purchased centrally and delivered to the individual buildings. Staff members requesting the purchase or replenishment of specific supplies shall direct such requests to the Business Manager, building principal, or designee, as appropriate.

Adopted: September 10, 1973
Revised: November 22, 1982
Revised: January 24, 1994
Revised: February 27, 2006

Supplies

School Supplies

Control of all school supplies and their distribution to instructors and other school employees shall rest with the principal or designee of each school. The supplies shall be distributed pursuant to itemized requisitions by teachers and staff and at specific times.

Non-school Supplies

The Business Manager or designee is responsible for seeing that non-school supplies are available in adequate quantities for the effective and efficient operation of the ~~district~~District. Non-school supplies include, but are not limited to, administrative, maintenance, custodial, ~~District~~ technology and transportation supplies.

Custodial supplies for each building shall be delivered to and stored in that particular building. Custodial supervisors shall routinely monitor stock on hand to ensure custodial supplies are available in adequate quantities to maintain a safe and healthy environment throughout the District ~~and schools~~. Custodial supplies shall be replenished as needed by the Maintenance Department using District requisition forms ~~in the prescribed manner~~.

Ordering and Inventories

Department heads and principals shall submit to the Purchasing Office requests for supplies on properly completed requisitions. Orders shall not be placed until the department head or principal has received an approved purchase order. In collaboration with the department heads, principals, and the Purchasing Office, the Business Manager or designee shall keep an accurate record of the use of ~~these~~ supplies and a current inventory of stock on hand. The inventory shall be used to determine the adequacy of supplies ~~or and~~ to detect excess accumulation of supplies, ~~and as guidance in placing supply orders~~.

Telephones

The District shall provide adequate telephone service for school business purposes in each of its buildings in ~~the most~~a cost-effective manner ~~possible in terms of cost, personnel, and time.~~

District-provided Cellular ~~cellular~~ telephones shall be provided for school business purposes to ~~school-d~~District employees when necessary to perform their work-related duties in an efficient and effective manner. The Superintendent or designee shall determine which job classifications or individuals are assigned cellular phones. ~~Cellular phones and service shall be provided in the most cost-effective manner possible.~~

~~The District shall request a local telephone company to install pay stations at suitable locations for the convenience of pupils, employees, and public, provided such service is cost free to the school system or as deemed necessary for safety purposes by the Superintendent or designee.~~

Telephones

It is the responsibility of the ~~Maintenance Supervisor~~ Business Manager or designee to arrange for all telephone service for each school. ~~After approval by the Superintendent, or his designee, requests for additional service will be arranged by the Maintenance Supervisor.~~

Use

~~All non-cellular telephones, with the exception of pay stations, All telephones, with the exception of District-provided cellular telephones,~~ are placed in schools for school business purposes. These telephones will receive all incoming calls to the schools ~~from parents, teachers and vendors,~~ including interoffice communication. All outgoing calls for which there is a toll charge shall be of a business or ~~of a~~ professional nature, related to the work of the school. Outgoing personal calls may be made over District telephones in the event of an emergency and on a limited incidental basis provided there is no cost to the District and provided such calls do not interfere with employees' work responsibilities or otherwise disrupt normal school operations.

~~Schools may have a pay telephone(s) installed for the convenience of pupils, teachers and patrons provided the pay stations are at no cost to the District or the pay station is deemed necessary for safety purposes by the Superintendent or designee.~~

~~The purpose of cellular telephones in the School District is for conducting the business of the School District and rapid communication during emergencies. District-provided Cellular-cellular telephones shall may be provided to designated District employees for school business purposes to school district employees when necessary for the employee to perform their work-related duties. Individuals who are provided with a District-provided cellular telephone may use it for personal reasons in the event of an emergency or on a limited incidental basis, so long as such use does not interfere with the employee's performance of their job responsibilities or disrupt normal school or District operations.~~ The Superintendent or designee shall determine which job classifications or individuals are assigned cellular phones. ~~Cellular phones and service shall be provided in the most cost effective manner possible.~~

~~Since cellular telephones are significantly more expensive to operate than non-cellular telephones, employees are directed to use non-cellular telephones instead of their cellular telephones when a non-cellular telephone is available. Incoming and outgoing personal calls may be completed over cellular telephones; however, all personal calls must be paid for by the account owner. Due to the fact that cellular telephones start to incur charges as soon as they connect to their system, calls that are not answered or are busy still incur charges. Therefore, employees making or receiving personal calls on their cellular telephone will be charged for all connect time, including do not answer, busy signal and directory assistance calls. Personal calls are charged at \$2.00 per minute for local, long distance and directory assistance calls.~~

~~Cellular telephone bills will be mailed to each account owner every month and it is the responsibility of the account owner to reconcile the bill for personal use and return it to accounts payable with the reimbursement payment.~~

~~Each cellular telephone account owner must~~ Individuals who are issued a District-provided cellular telephone will be required to complete a Cellular Telephone Usage Agreement when assigned ~~a their~~ their cellular telephone which outlines the terms governing use of the device. The Superintendent may restrict or revoke an employee's assignment of a District-issued cellular telephone in the event of misuse of the device and may assess a personal usage charge equal to

~~\$2.00 per minute for personal use beyond that permitted by this Administrative Regulation. This agreement specifies how the cellular telephone should and should not be used and describes the requirement and routine for the reimbursement to the School District for personal calls.~~

Reviewed: September 1995
Revised: April 2006
Revised: June 30, 2006
Tredyffrin/Easttown School District