

Template C

Grading Rubric for Assignment 3

Class Objectives:

- *Understand FERPA requirements*
- *Understand the difference between FERPA requirements and your district policy*
- *Understand the liability and political implications of FERPA in your district*
- *Apply FERPA provisions to minimize the risks and liability for your district*
- *Plan and execute policy revisions to maintain academic integrity*

Reading:

1. **pp. 311-314**
2. **Find and read your own district's Student Educational Records and Directory Information policy and procedures.**
3. **Find and read the FERPA directory information provisions**

Assignment:

1. Compare sections in your district's policy on Directory information with FERPA provisions. Complete **Template C**, identifying the liability and political implications in FERPA.

FERPA and Policy Development: Rubric

Performance level	Criterion
Meets expectations. (5 points)	<ol style="list-style-type: none">1) Summarize the description of directory information in policy/procedure.2) Compare that directory information description to directory information allowed by FERPA.3) Identify potential liability and political implications of including all FERPA allows for directory information4) Explain why potential issues exist.5) Describe administrator's responsibility

Does not meet expectations. (0 points)	One or more of the above five criteria are missing.
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Response Template (will expand as you write--copy and paste into a new document to complete and submit)

Summary of District's Directory Information	FERPA Directory Information Description	Liability and political Implications of differences	Describe Administrator Responsibilities
SCHOOL DISTRICT's Policy and Procedures are located on the school district's BoardDoc's website site. Below are the following categories that are addressed.			
<p>Board/Superintendent Relationship – This section addresses the relationship between the School Board and the Superintendent.</p> <ul style="list-style-type: none"> - The School Board operates as the CEO and directs operational organization through a single point of connection, which is through the Superintendent. - The Superintendent is responsible for the day-to-day operations of the district. - Board provides direction to the Supt. 			

<ul style="list-style-type: none"> - Board develops and monitors Operational Expectations and Results policies - Every May the Board conducts a formal assessment of the Supt. 			
<p>Governance Culture-</p> <ul style="list-style-type: none"> - This section addresses that the Board represents, leads, and serves the community. They ensure that all Board and district actions is consistent with the law and Board Policies. - The board has committees that work on and address different things and 			
<p>Operational Expectations</p> <ul style="list-style-type: none"> - Policies the Superintendent shall follow addressing Equity, Community Stakeholder relationships, personnel administration, financial planning, asset protection, communication with the public, learning environment, and facilities. 			
Results			

<ul style="list-style-type: none"> - Addresses student learning, student safety, equity, social/emotional development for students, and global citizenship for students. 			
<p>Section 1000: Board of Directors</p> <p>Rules and Regulations the Board needs to follow. Board organization, meeting procedures, board member benefits, trainings, and sale of real property.</p>		<p>Since the Board of Directors support the operations and results of the district, the should be informed about FERPA laws. They typically do school walk throughs, and attend school events. As a public servant, but should be aware of FERPA.</p>	
<p>Section 2000: Instruction</p> <p>This section addresses the learning goals of students in the district. There's information on school improvement plans, program evaluations, learning programs and supports (LAP, Substance Abuse, sex ed. SPED, co-curricular program, home hospital instruction, career tech, traffic safety, etc.), school organization, program supplements (field trips, study of</p>	<p>FERPA – Family Education Rights and Privacy Act: Federal law that protects the privacy of student education records. This law also gives parents certain rights to access their child's education records.</p> <p>Directory information is info contained on student education records that would not be considered</p>		<p>Administrators are responsible for maintaining the confidentiality of personally identifiable information pertaining to special education and all other students.</p> <p>Admin must ensure Title, LAP, and Sped staff understand what is permissible to be released.</p>

controversial topics, etc.), and requirements and assessments.	<p>harmful or invasive to privacy if disclosed.</p> <p>SCHOOL DISTRICT identifies student directory info as the student's name, photograph, address, telephone number, student email address, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of member of athletic teams, diplomas/awards received, and most previous school attended. SCHOOL DISTRICT states that parents must be notified yearly about FERPA or they must opt-out by submitting a form to the registrars.</p> <p>FERPA was designed to protect the rights of students and assure fairness in the keeping of school records. Parents/Guardians have rights to their child's</p>	<p>In the policy, it does not state <i>how</i> a parent must request for the records. This</p>	<p>Update and maintain Handbooks</p> <p>Student directory information for Subs - Student goals and daily instructional plans can be shared with subs.</p> <p>Ensure teachers keep the Safety folders updated with student information in case of an emergency.</p>
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	<p>school records until the student turns 18.</p> <p>SCHOOL DISTRICT's Procedure 3231 – Student Records. Parents have the right to inspect cumulative folder and/or supplementary records of their children.</p>	<p>could turn into a he said/she said battle between the district and parent.</p> <p>SCHOOL DISTRICT procedure only states that a qualified staff will provide parent with analysis and interpretation of all information in the cumulative folder and supplementary records. The review will occur within 5 school days after the district receives a request unless a written explanation for the failure to do so is supplied by the custodian of records. The review will occur no later than 45 days after the parent makes the request. Inspection and review of the records will occur during regular business hours. Records must remain within district control, but they may be copied or reproduced by or for the parent or eligible student at their own expense.</p>	
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<p>Section 3000: Students</p> <p>This section address Admission and Attendance (ex. enrollment, homeless student rights, removal/release of students during the school hours, International student exchange, Choice of Transfer request, etc), Student rights and responsibilities (ex, civil and legal rights/responsibilities, student privacy, gender-inclusive schools, nondiscrimination, dress code, student searches, student discipline, student records, etc), Student Welfare (ex. student health, infectious disease, medication at school, catheterization, response to student injury, Child Abuse, neglect, and exploitation, opioid related overdose, emergencies, etc.), Student Activities (ex. student bodies, student fees/fines/charges, fundraising activities involving students, etc.),</p>	<p>FERPA – Family Education Rights and Privacy Act: Federal law that protects the privacy of student education records. This law also gives parents certain rights to access their child’s education records.</p> <p>Directory information is info contained on student education records that would not be considered harmful or invasive to privacy if disclosed.</p> <p>SCHOOL DISRICT identifies student directory info as the student’s name, photograph, address, telephone number, student email address, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of member of athletic teams, diplomas/awards received, and most previous school attended. SCHOOL DISRICT states</p>	<p>Administrators must ensure that their staff including paraprofessionals, custodians, secretaries, and teachers are aware of FERPA laws and when maintaining student confidentiality is necessary. For example, in the case of a student who has a sexually transmitted disease or AIDS, there are certain health laws and district policies that protect this student’s health record information, also to maintain this student’s dignity.</p> <p>At my current school, the Discipline Handbook does not have information about FERPA. We also do not inform parents about FERPA. The only location I notice the FERPA opt-out form is located is on our district website under Resources. Each school should be notifying their</p>	<p>Administrators must inform their teachers about FERPA and that parents have the right to opt-out. Opt-out forms needs to be returned to SCHOOL DISRICT Registrars by September 15th of every school year.</p> <p>To address student welfare – administrators must ensure all staff are aware that student health records are confidential.</p> <p>Student Activities – parents must understand that if their student is part of athletics, SCHOOL DISRICT is not able to control the release of certain directory information like photographs, images, or names when they participate in school events that are open to the public.</p> <p>When there is a threat of violence or harm, administrators must follow policy 3143, and the district may disclose student identity of the student who made</p>
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	<p>that parents must be notified yearly about FERPA or they must opt-out by submitting a form to the registrars.</p> <p>FERPA was designed to protect the rights of students and assure fairness in the keeping of school records. Parents/Guardians have rights to their child's school records until the student turns 18.</p> <p>SCHOOL DISTRICT's Procedure 3231 – Student Records. Parents have the right to inspect cumulative folder and/or supplementary records of their children.</p>	parents about FERPA each year.	threats of violence/harm, as allowed by law.
<p>Section 4000: Community Relations</p> <p>This section addresses Communication with the public, Public participation in schools (ex. school support organizations, citizens advisory committees, family</p>	<p>FERPA – Family Education Rights and Privacy Act: Federal law that protects the privacy of student education records. This law also gives parents</p>		<p>Under Policy 4310 – District Relationships with Law Enforcement and other Government Agencies: Administrators must know when they should contact law</p>

<p>involvement, Title I parent involvement), public access to schools (ex. safe and orderly learning environment, regulation of dangerous weapons, effective communication, public complaint, language access plan, use of school facilities, etc), and relations with other agencies (school safety and security services, election activities, district relationship with law enforcement).</p>	<p>certain rights to access their child's education records.</p> <p>Directory information is info contained on student education records that would not be considered harmful or invasive to privacy if disclosed.</p> <p>SCHOOL DISTRICT identifies student directory info as the student's name, photograph, address, telephone number, student email address, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of member of athletic teams, diplomas/awards received, and most previous school attended. SCHOOL DISTRICT states that parents must be notified yearly about FERPA or they must opt-out by submitting a form to the registrars.</p>		<p>enforcement or Safety and Security to maintain proper order and conduct.</p> <p>As an administrator – we must understand this policy and enforce confidentiality among our staff when necessary. Under Policy 4040 – Procedure: Public Access to District Records, SCHOOL DISTRICT prohibits certain student records to be disclosed when there is a public records request. Following the RCW 42.56.070 (2) has rules that contains a list of laws which exempt disclosure of certain public records or portions of records.</p> <ul style="list-style-type: none"> - FERPA - WA State Student Education Records Law - IDEA - Privileged communications and attorney work product - Criminal Records Privacy Act - Information on students receiving free and reduced lunch
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	<p>FERPA was designed to protect the rights of students and assure fairness in the keeping of school records. Parents/Guardians have rights to their child's school records until the student turns 18.</p> <p>SCHOOL DISTRICT's Procedure 3231 – Student Records. Parents have the right to inspect cumulative folder and/or supplementary records of their children.</p>		<ul style="list-style-type: none"> - Health Insurance Portability and Accountability Act - Abuse of Children - Notification of Juvenile Offenders - Examination question for teachers or pupils prior to examination, Questions - Public Law 98-24, Section 527 of the Public Health Service Act - US and Washington Constitutional provisions
<p>Section 5000: Personnel</p> <p>This section addresses staff within the schools. Recruitment and Personnel selection, Employment practices, Compensation, Leaves, Benefits, Auxiliary Personnel,</p>		No FERPA laws listed under the district policy.	
<p>Section 6000: Management Support</p> <p>This section addresses financial planning and management, Revenues, Purchasing, Risk</p>		No FERPA laws listed under the district policy.	

Management, Transportation, Food Services, School Property, and Capital Projects.			