



Stillwater Public School's Procedure for assuring confidentiality of all identification and information relating to Homeless Students.

Stillwater Public Schools bases its Homeless Confidentiality Procedures on several district policies that meet Federal and State Requirements regarding Confidentiality: SPS Policy FD (Student Residency), FL-R (compliance with Family Educational Rights and Privacy Act of 1974), EFBCA (Internet and Other Networks Acceptable and Internet Safety Policy), EFBCA-R3 (Parent/Guardian and Student Portal Use Policy), FL (Student Records), FL-E18 (Notice of Rights Under FERPA and Notice For Directory Information).

Procedure:

1. All forms used to identify Homeless students are considered confidential and are shared with only individuals at the site and district level that have a need to know. Forms that are used to identify homelessness are passed out to all student families who enroll to insure homeless students are not singled out or identified. Once enrollment forms are collected, forms that could identify homelessness students are given to the Homeless Liaison for processing. Secretaries and others involved in collecting forms are trained to be aware of the need to treat all student information as confidential. The Homeless Liaison enters housing status information into the district information system: CAMPUS. Access to student information in CAMPUS is limited to only those individuals that need to know. Teachers for instance do not routinely have access to CAMPUS information regarding a student's home status.
2. A Student's home status is protected whenever possible as are all their school records including academic progress. Students are not singled out based on their free and reduced lunch status or homeless status in CAMPUS. When services are provided to homeless students, it is done in a manner that either masks their status by providing the service with other students or done in a manner to assure confidentiality.
3. The District Homeless Liaison arranges for transportation to assure educational opportunities are available to homeless students as well as additional services. Again, when services are requested, the homeless status is not discussed and the homeless liaison who is a social worker for the district may make requests for other reasons than housing status.
4. Strict legal guidelines are in place in terms of sharing information on homeless students with other agencies or institutions requiring information.