
SECOND READING OF SCHOOL BOARD POLICIES

POLICY ISSUE/SITUATION:

Attached is the second reading of School Board policies:

- **CCG** – Licensed Evaluation – Administrators
- **GCN-GDN** – Evaluation of Staff
- **JO** – Education Records
- **JOB** – Personally Identifiable Information

BACKGROUND INFORMATION:

In January, 2004 the Oregon School Board Association performed an audit of the Beaverton School District Board policies. As a result of this audit, departments continue to work to reach compliance of the policies pertinent to their areas. Throughout the school year new policies and/or policy changes will be presented for your review.

RECOMMENDATION:

(13-300) It is recommended that the School Board adopt these policy changes.

Licensed Evaluation – Administrators

Each administrator will be evaluated annually by his/her immediate supervisor. ~~The administrator's goals for the year as well as the continuing duties and responsibilities as defined in the job description for each position will be the basis for the evaluation.~~

The purpose of administrator evaluations is to assist administrators to develop and strengthen their professional abilities, to improve the instructional program and to improve the management of the school system.

Administrators' evaluations shall be designed to promote the District Strategic Plan. The evaluations shall be customized based on collaborative efforts, incorporate performance rubrics aligned with those provided by the State Board of Education, and rely on multiple measures of performance. They also shall include the educational leadership-administrator standards¹ adopted by the State Board of Education. The standards include:

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership;
6. Socio-Political context.

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of administrators;
2. Refine the support, assistance and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the school and district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators; and
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator.

The administrative evaluation system will also include provisions for initiating dismissal *and* contract nonextension ~~for demotion~~ procedures if the need for such procedures is indicated.

¹ These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

END OF POLICY

Legal Reference(s):

ORS 192.660 ~~(1)(i)~~(2), (8)

ORS 332.505

ORS 342.513

ORS 342.815

OAR 581-022-1720

OAR 581-022-1723

OAR 581-022-1725

Hanson v. Culver School District No. 5 (FDAB 1975).

Beaverton School District

Code: GCN/GDN
Adopted: 2/23/87
Revised/Readopted:
3/10/97, 2/9/98
Orig. Code: 4117

EVALUATION OF STAFF

An effective evaluation program is essential to a quality educational program and an important tool in the improvement of the individual teachers' instruction, in the assessment of his/her performance and in the ability of the individual classified employee to carry out his/her specific job assignments. Under Board policy, administrators, supervisors, and managers are charged with the responsibility of evaluating the staff in order to assess the performance of individual employees in meeting the expectations of their assignments. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or non-renewal, dismissal and discipline.

~~This evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and receive administrative responses to them; to have formal and informal observations of the teaching of licensed employees and the performance of other duties and job responsibilities of all staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.~~

All classified employees will be formally evaluated by their immediate administrative supervisor at least once during their first six months of employment and at least biennially thereafter.

Evaluation of licensed staff shall be conducted to conform to Oregon Revised Statutes, Oregon Administrative Regulations, 342.850 and any applicable labor contract provisions.

Teachers' evaluations shall be designed to promote the District Strategic Plan, be customized based on collaboration with staff, and include the core teaching standards adopted by the State Board of Education. The standards include:

1. Learner development;
2. Learning differences;
3. Learning environment;
4. Content knowledge;
5. Application of content;
6. Assessment;
7. Planning for instruction;
8. Instruction strategies;
9. Professional learning and ethical practice;
10. Leadership and collaboration.

~~Each employee will be evaluated in accordance with the evaluation program dictated by the job function.~~

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition and practices of teachers;
2. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the individual needs of the teacher and the needs of the school and district;
3. Allow the teacher to establish a set of practices and student learning objectives that are based on the individual circumstances of the teacher;
4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers; and
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher.

END OF POLICY

Legal References:

ORS 243.650
ORS 332.505
ORS 342.850

OAR 581-022-1720
OAR 581-022-1723
OAR 581-022-1724

Education Records **

1. Education records are those records maintained by the District that are directly related to a student.
2. The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.
3. The District shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.
4. Information recorded on official education records should be carefully selected, accurate, verifiable and should have a direct and significant bearing upon the student's educational development.
5. The District annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.
6. The District will develop regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records.

The District shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. -Upon request, the District will provide parents or an adult student a list of the types and locations of education records collected, maintained and used by the District. The District must give parents of children with disabilities an opportunity to examine all student education records in accordance with OAR 581-021-0220 through 581-021-0440. This includes all education records with respect to the identification, evaluation, and educational placement of the child and the provision of a free appropriate public education to the child. Unless authorized by federal law, the District will provide parents a copy of the student's education record, with the exception of copies of test protocols, test questions or other documents as described in ORS 192.50 (4). The District will respond to reasonable requests for explanations and interpretations of the records.

The District annually notifies parents of all students, including adult students, currently in attendance that they have the right to:

1. Inspect and review the student's records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent. (See Board policy JOB – personally Identifiable Information);
4. File with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the District's education records policy.

Regarding records to be released to District officials within the agency, the District's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests. School officials may also include a contractor who performs an institutional service on behalf of the school.

The District annually notifies parents and adult students of what it considers to be directory information and the disclosure of such. (See Board policy JOA – Directory Information).

The District shall give full rights to education records to either parent, unless the District has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

The District may impose a fee for the copy of an educational record unless this fee would effectively bar a parent or eligible student from inspection of the record.

A copy of this policy and administrative regulation shall be made available upon request to parents and students 18 years or older or emancipated and the general public.

END OF POLICY

ORS 30.864	OAR 166-405-0010 to 166-415-0010
ORS 107.154	OAR 581-021-0220 to -0430
ORS 326.565	OAR 581-022-1660
ORS 326.575	OAR 581-022-1670
ORS 339.270	
ORS 343.177(3)	

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 – 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300-501 (2006).

Beaverton School District

Code: JOB
Adopted: 9/8/97
Revised/Readopted: 11/13/06
4/6/09

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number, or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information that would make the student's identity easily traceable;
7. Other information requested by a person who the District believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior written and dated consent of the parent, student 18 years or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the District who have legitimate educational interests;

2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, state regional program, or institution of post-secondary education where the student seeks or intends to enroll;
4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of, or compliance with federal or state supported education programs or regulations.
~~To personnel connected with an audit or evaluation of federal or state education programs or — the enforcement of or compliance with federal or state legal requirements of the district;~~

The District may disclose information under this section only if the disclosure is made to an official listed above and who enters into a written agreement with the district that:

- (a) Designates the individual or entity as an authorized representative;
 - (b) Specifies the personally identifiable information being disclosed;
 - (c) Specifies the personally identifiable information being disclosed in furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
 - (d) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
 - (e) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
 - (f) Identifies the time period in which the personally identifiable information must be destroyed; and
 - (g) Establishes policies and procedures which are consistent with FERPA and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
5. To personnel determining a financial aid request for the student;
 6. To personnel conducting studies for or on behalf of the District;

When information disclosed under this section is to an official listed in paragraph (4) above, the District must enter into a written agreement with the official that:

- (a) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (b) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (c) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (d) The information is destroyed when no longer needed for the purposes for which the

study was conducted.

7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;

The District shall disclose personally identifiable information from an education record to law enforcement, child protective services and health-care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student and/or other individuals.

10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 or older or emancipated;
12. Because information has been identified as "directory information".
13. To the courts when legal action is pending;
14. To a court and state and local juvenile justice agencies.

In accordance with the Family Educational Records and Privacy Act ("FERPA"), for the purposes of the release of information, the term Personnel shall include "other school officials" as that term is used in FERPA §§ 99.7(a)(3)(iii) and 99.31(a)(1) and as interpreted by the Family Policy Compliance Office, and shall be defined as all persons employed by or under contract with the District to perform specific tasks to further legitimate educational interests.

END OF POLICY

Legal References:

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 326.565](#)
[ORS 326.575](#)
[ORS 336.187](#)
[~~ORS 339.260~~](#)
[OAR 581-015-2000](#)
[OAR 581-021-0220 to -0430](#)
[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2006~~2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2006~~2011).

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