Board Policy Equity Lens Tool

Title of board policy being reviewed:

JOA-Directory Information

Describe the purpose of this policy:

The purpose of this policy is to define what qualifies as directory information in student records and to set rules for when and how MESD may release that information while protecting student privacy.

What is your experience with this policy:

It is designed to guide staff, parents, and students on the handling and release of directory information while ensuring compliance with state and federal laws.

What is the plan to communicate this policy to staff, students, and/or families? What is the plan to communicate this policy to linguistically diverse students and their families?Is this policy:

Easy to locate for staff?

This policy and a summary of this policy will be available on the MESD web page. The summary of this policy is also available on the MESD website in Spanish, Chinese, Russian, Somali, and Vietnamese and, upon request, the summary and/or policy may be translated into other languages.

Accessible to students and families?

This policy and a summary of this policy will be available on the MESD web page. The summary of this policy is also available on the MESD website in Spanish, Chinese, Russian, Somali, and Vietnamese and, upon request the summary and/or policy may be translated into other languages.

Included in onboarding, intake, or other training?

Yes. This policy should be included in onboarding and training so staff, parents, and students understand what directory information is, how it may be released, and how to request exclusions.

Clear and easy to understand?

Mostly yes. The policy is clear in listing what counts as directory information, how notice is given, and how exclusions work, though some legal references and formal language may be difficult for general readers. We have the summary to help with this.

People

How are people affected positively or negatively by the policy? What potential barriers might people encounter? What barriers might be reduced by this policy?

> **Positive effects:** Protects student privacy, gives families control over information release, ensures compliance with laws.
> **Negative effects:** Families may miss deadlines or not understand opt-out rules, leading to unwanted release.
> **Potential barriers:** Complex language, short 15-day response window.
> **Barriers reduced:** Prevents misuse of sensitive data, blocks release of Social Security numbers and info for immigration enforcement.

Can you identify the racial or ethnic groups affected by this policy, program, practice, or decision? Do you know the potential impacts to these populations? If you don't know, how will you find out?

people encounter? What barriers might be reduced by this policy?

> The policy applies to all students equally, without specifying racial or ethnic groups. Potential impacts on specific populations are not identified in the policy.

Were these populations involved in any way, at any point in the development, implementation, and evaluation of this policy? If so, when and how?

> These updates were created by OSBA from statute and their Legislative Policy Committee.

What priorities and commitments are communicated by this policy?

> This policy communicates a commitment to student privacy, legal compliance, family choice in information release, and safeguarding against misuse of personal data.

Place

What kind of positive or negative environment are we creating?

What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)

> **Environment:** A generally positive environment of privacy protection and transparency, though with some risk of confusion or mistrust if families don't understand the process.
>
> **Barriers:** Mandated legal requirements, complex language, and tight opt-out timelines may limit equitable access and understanding for some families.

Power

How is the power of decision-making shared with those it affects?

How have you intentionally involved the communities affected by this policy, program, practice, or decision?

> Parents and eligible students can choose to opt out of directory information release.
>
> These updates were created by OSBA from statute and their Legislative Policy Committee.

Process

Does the policy, program, or decision improve, worsen, or make no change to existing disparities?

Does it create other unintended consequences?

The policy likely makes no direct change to existing disparities but helps prevent misuse of student data. Unintended consequences could include inequity if families don't fully understand opt-out options, leading to uneven protection of privacy.

Plan

How will you reduce the negative impacts and address the barriers?

Provide clear, plain-language notices, extend or highlight the opt-out window, offer translations, and give staff training so families better understand their rights and options.