

## ADMINISTRATIVE DIRECTIVES FOR PROCEDURES

### Use of Individual Student Meal Eligibility Information For Meeting No Child Left Behind Provisions and Individual Student Academic Needs

February 14, 2005

These procedures will be implemented by Independent School District No. 206 (Alexandria, Minnesota) to enhance student performance, especially as it relates to the federal No Child Left Behind provisions. These procedures include the following provisions:

1. Specifically identified District 206 staff may be aware of individual student meal eligibility information to improve an individual student's performance as noted within these procedures. This information must be kept private by the staff and used only as specified in these procedures and by state and federal education privacy laws.
2. An individual student's primary assigned classroom teacher, counselor and building principal will be able to view the District 206 Student Data Warehouse site that provides individual data on each student, including low-income family status. Further, the District 206 Student Data Warehouse site will provide individual school classroom and grade level data related to low-income family eligibility.
3. The individual student's primary assigned staff members will be designated by the building principals and approved by the superintendent as follows:
  - Grades K and 1: principals
  - Grades 2, 3, 4, 5, 6: principals, classroom teachers, LD and EBD special education teachers
  - Grades 7, 8, 9: principals, English and Math teachers, guidance counselors, LD and EBD special education teachers
  - Grades 10, 11: principals, English and Math teachers, guidance counselors
  - Grade 12: principals.
4. The information on the Data Warehouse site will be used by the building principal and primary assigned staff to assist in student academic performance related to:
  - Disaggregating adequate yearly progress assessments
  - Targeting instruction for areas of individual student academic deficiencies
  - Providing data reporting and progress.
5. The school district will maintain appropriate access restrictions on the District 206 Student Data Warehouse to ensure that only the primary assigned staff members will have the security clearance to view Student Data Warehouse information on individual students. This includes not allowing staff members to provide unauthorized disclosures or uses of data private information on students as per the District Data Privacy Policy.
6. Staff members who fail to comply with these directives will be disciplined, which could include an individual work plan, a letter of deficiency or termination. Further, as per

federal law staff members who publish, divulge, disclose or make known any information on a student's eligibility **shall be fined \$1,000 or imprisoned for not more than one year**, or both.

7. School district families will be made aware of select staff member's access to low-income family status for only educational purposes and to meet the requirements of No Child Left Behind provisions. This will be noted in the application.
8. Building principals will annually review these procedures with primary assigned staff members at the start of each school year.
9. These procedures will be updated annually and will be provided to School Lunch administrators and other education officials that are eligible to review the low-income family status (i.e. MARSS coordinator, testing coordinator, AYP verification, Food Service Director).