



# AASBO LOCAL SCHOOL FINANCIAL MANAGEMENT

Knowing Your School/School District  
Board Policies and Procedures  
And  
Student Records

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## Disclaimer

- This information was presented to the Alabama Association of School Business Officials (AASBO), Local School Financial Management (LSFM), on March 7<sup>th</sup>, 2016.
- The information contained herein has been prepared in good faith on behalf of AASBO and is for the sole purpose of information and education. Every effort has been made to ensure the accuracy of the information presented as factual. Users are directed to countercheck facts when considering their use of the information.

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## Board Policies and Procedures

- ☐ Board Policies
- ☐ Procedural Manuals
- ☐ Family Educational Rights and Privacy Act (FERPA)

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### Board Policies

- ▣ SCHOOL BOARD'S ROLE
  - Establish Policies
  - Delegate to the Superintendent the responsibility of all administrative functions

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### Board Policies

- ▣ SUPERINTENDENT'S ROLE
  - To present and recommend policy options along with specific recommendations to the Board when circumstances require the Board to adopt new policies or revise existing policies
  - Develop and inform the Board of administrative procedures needed to implement Board policy

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### Why? Policies and Procedures

- ▣ Policies and procedures make the school and school system a more effective and efficient organization.
- ▣ Policies and Procedures give the employees, students, and parents clear and concise guidance.
- ▣ Policies and Procedures can be used to hold stakeholders accountable for carrying out business in accordance.

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## Sample Policy

- Chapter 1 Governing Principals
- Chapter 2 School Board Operations
- Chapter 3 Fiscal Management
- Chapter 4 General Administration
- Chapter 5 Personnel
- Chapter 6 Students
- Chapter 7 Instructional Programs

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## Governing Principals

- System's:
  - Philosophy
  - Vision
  - Beliefs
  - Mission Statement

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## School Board Operations

- Scope of the System
- Board Members
- School Board Policy Adoption
- Legal Counsel - Board
- Superintendent Responsibilities and Qualifications

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### Fiscal Management

- ❑ Budget Development
- ❑ Financial Accounting and Reporting
- ❑ Purchasing and Biddings
- ❑ Audits
- ❑ Inventories and Property Management
- ❑ Risk Management Insurance
- ❑ Booster Organizations
- ❑ Others

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### General Administration

- ❑ Administrative Organization
- ❑ Safety Procedures/School Emergency Closings
- ❑ School Calendar
- ❑ Technology Use and Data Security
- ❑ School District Attendance Areas
- ❑ Other

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### Human Resources

- ❑ Employment
- ❑ Grievance Procedure
- ❑ Employee Leave
- ❑ Performance Assessment
- ❑ Reduction In Force
- ❑ Professional Development
- ❑ Others

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### Students

- Equal Education Opportunities
- Admittance Requirements
- Graduation Requirement
- Student Conduct and Supervision
- Student Attendance and Check In/Out
- Extra-Curricular Participation
- Administration of Medication
- Student Records
- Others

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### Curriculum and Instruction

- ▣ The Curriculum
- ▣ Instructional Programs
- ▣ Dual Enrollment
- ▣ Student Fees, Fines, and Charges
- ▣ Field Trips
- ▣ Testing and Assessment
- ▣ Promotion and Retention
- ▣ Others

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### Local School Accounting Manual

- Procedures for day-to-day duties
  - Cash Receipts
  - Purchasing
  - Invoices
  - Check payments
  - Fund Raisers
  - Returned Checks
  - Student/Parent Organizations  
  (PTO's and Booster Organizations)

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### Student Handbooks

- ▣ Procedures for daily operations
  - Activities
  - Attendance Policies and Procedures
  - Discipline
  - Dress Code
  - Student Services
  - Visitors
  - Others

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### Student Records and FERPA

- ▣ FERPA: Family Educational Rights and Privacy
- ▣ Protect the privacy of students' educational records
- ▣ All educational agencies and institutions that receive funding from the U.S. Department of Education are required to abide by FERPA
- ▣ Parents and students must be given notice of their FERPA right every year.

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### FERPA

- The educational agency must create and abide by a policy that prohibits the disclosure of student records or student-identifying information without the consent of the parent or the adult student
- Parents have the right to access student records.
- Under FERPA, access simply means the ability to review and inspect the records maintained by the school.

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## FERPA

- ▣ EXCEPTIONS to non-disclosure
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring
  - Appropriate parties in connection with financial aide to a student
  - Accrediting organizations
  - Organizations conducting certain studies for or on behalf of the school

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## FERPA

- ▣ EXECEPTIONS to non-disclosure
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities within a juvenile justice system

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## FERPA

- ▣ Other Exceptions
  - Specified officials for audit or evaluation purposes:
    - Examples: Monitoring - Title I and Assessment purposes
  - Appropriate parties in connection with financial aide to a student
  - Organization conducting studies for or on behalf of the school
  - Accrediting organizations

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**FERPA**

- Directory Information
  - Directory information can be released upon request unless that student's parent has notified the school in writing of a decision to opt-out.

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**FERPA**

- Directory Information
  - Directory information is defined as name, address, telephone number, photograph, date and place of birth, major, participation in sports, weight and height of sports players, dates of attendance, dates or enrollment, degrees and honors, most recent school attended, *student number that is not a social security number or a password for access.*

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**FERPA**

- Directory Information
  - Yearbooks are considered to be directory information. You do not have to give a copy of a yearbooks to someone. They can borrow with the stipulations or they can have access to the yearbook in the school.
  - Directory information **does not** include:
    - Grades, disciplinary records, tests and evaluations, social security numbers and parents' names

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### Sample Code of Conduct

- ▣ The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Pelham City Board of Education (PCBOE), with certain exceptions, obtain your written consent prior to the disclosure of personally-identifiable information from your child's education records. However, the PCBOE may disclose appropriately-designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the PCBOE to include this type of information from your child's education records in certain school publications.
  - Examples include:
    - A playbill, showing your student's role in a drama production;
    - The annual yearbook;
    - Honor roll or other recognition lists;
    - Graduation programs; and
    - Sports activity sheets, such as for wrestling, showing weight and height of team members.

If you do not want the Pelham City Board of Education to disclose directory information from your child's education records without your prior written consent, you must notify the School principal in writing within fifteen school days of the student's first day of attendance.

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### Sample Code of Conduct

The Pelham City Board of Education may disclose the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

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### Review

- ▣ Know how to access your Board/School policies and procedures manual
- ▣ Review frequently
- ▣ Inquire for clarification if you are not sure

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