

**St. Louis Graduates Professional Development Institute:
Advising in a Virtual Space
Friday, August 14, 2020**

Presenter: Susan Goldammer, Missouri School Boards' Association

Electronic Communications with Students

- Follow your district's policy and supervisor's direction
- By MO law, every public school district and charter school must have a policy on appropriate electronic communication between staff and students
- MSBA Policy GBH (standard policy adopted by many districts in some form):
 - Communications limited to 6am – 10pm
 - Must use platforms provided/approved by district
 - Must have permission from supervisor to use personal accounts and devices to communicate with students (texting/social media); **parents must be notified**

Professionalism Guidelines

- Maintain professional boundaries – mentor, not friend
- Appropriate language; spelling and grammar
- Assume all communications will be read/heard
- Avoid excessive messages to individual students, late night/weekend messages, and discussion about your personal life/sexual discussions

FERPA (Family Educational Rights and Privacy Act)

- Primary confidentiality law for schools accepting federal funds
 - **Rule #1:** Student records can only be released with written consent from a parent/eligible student OR in accordance with one of the FERPA exceptions
 - **Rule #2:** Parents/eligible students have the right to inspect records and request amendment of records
- Counseling notes count as student education records under FERPA
- Districts cannot share personally identifiable student info with a vendor unless the vendor agrees in writing not to redisclose the information
 - Be cautious about using “free” apps to contact parents and students → many free apps engage in data mining
 - Do not assume apps are FERPA compliant, even when they say they are!
 - Read the fine print or consult district lawyer
- HIPAA is not applicable to school records/counseling unless counseling is provided by a school-based health clinic separate from the school district
- Screen-sharing to assist students in completing the FAFSA over Zoom is permissible under FERPA (as long as the info is not also shared with a third party)

Exceptions to FERPA

- Disclosure to school officials with legitimate educational interest
 - Includes contractors and volunteers if they perform functions an employee would have had to do, they are under direct control of the district, and they agree not to redisclose the information
- Disclosure is due to health or safety emergency
- Disclosure is “directory information” → info not considered harmful or an invasion of privacy, such as name, address, phone, photograph, dates of attendance, awards, etc.
 - Directory information does NOT include social security numbers, ID numbers, discipline records, office referrals, poor grades, classes repeated, etc.
 - Parents must have the opportunity to opt out
- Disclosure to officials of another school/postsecondary institution where the student seeks to enroll or has enrolled for purposes of enrollment or transfer
 - Must make a reasonable attempt to notify parent/eligible student that the records have been requested unless the parent/student initiated the request
- Disclosure is in connection with financial aid if necessary to determine eligibility/amount/conditions of aid

Confidentiality

- One-on-one virtual counseling does not violate FERPA
- Recording is not required by law. If you do record, recordings become FERPA records (Zoom Cloud is NOT FERPA-compliant!)
- Permissions:
 - Check district’s policy on recordings
 - It’s strongly recommended that you inform student when you are recording (even though it isn’t legally required in Missouri)
- Minimize confidentiality issues by encouraging students to use earbuds, go to a private room, communicate in writing; ask student who else is in the room at the beginning of the conversation

PPA (Protection of Pupil Rights Amendment)

- Applies to surveys, analysis, or evaluations of a student or student’s family on political affiliations, religious practices, income, mental/psychological problems, sex behavior or attitudes, illegal/self-incriminating behavior, critical appraisals of student’s families, and legally recognized privileged relationships (lawyers, physicians, ministers)
- If survey is funded by US Dept. of Education., must have written consent from parents prior to survey
- If funded in another way, must still notify parents and give them opportunity to opt out

CHAT NOTES

09:51:33 From Laura Winter : Good morning! Welcome!

09:51:49 From Ashley June Moore : Good morning! :)

09:51:57 From Kate Christian : Good morning! Thanks for having us, I am very excited for today!

09:53:00 From Monica Fleisher : Good morning!

09:53:15 From Haley Swanigan : Good morning! :)

09:53:42 From Alayzha Jordan : Good morning!

09:54:42 From Laura Winter : Ashevana, you have the best Zoom photo I've ever seen!

10:02:15 From Ashley June Moore : <https://docs.google.com/document/d/1jvH-GM0Avt4bYeYZMhPv25WmafVyfv46RRejzFMMHsY/edit>

10:13:51 From Ashley June Moore : Susan Goldammer - goldammer@mosba.org

10:27:28 From Megan Kirk : Teams

10:27:36 From Ashley Ginger : google meet

10:27:47 From Geric Stewart : canvas

10:27:56 From Haley Swanigan : Remind

10:28:07 From Madison McManus- KIPP HS College Advisor : Zoom, texting, google chat

10:28:17 From Monica Fleisher : Google Voice for phone/text (number can be linked to your school G Suite/Gmail account)

10:28:19 From Ashley Vinson : signal vine

10:28:21 From Amanda Samuels : google meet, Microsoft teams, canvas, remind, text, phone, email

10:28:22 From Andrew Smith : Google voice

10:28:30 From silviaespinosa : Canvas, google voice

10:28:38 From Amanda Samuels : love google voice- use this for counseling practice

10:33:04 From Amanda Samuels : we go in separate from the school as an outside source. Are we HIPAA or FERPA?

10:34:51 From Ashley June Moore to Amanda Samuels(Privately) : Thanks for your question, Amanda. I will try to bring it to her attention.

10:48:28 From Amanda Samuels to Ashley June Moore(Privately) : On this topic, we are discussing financial aid- FAFSA, so finances are discussed- students and parents- sometimes sharing their information on the shared screen option. Haven't had to do this yet, but want to make sure its okay

10:50:41 From Ashley June Moore : Materials will be posted here next week - <https://stlouisgraduates.org/home/pdi-2020-21/>

10:55:33 From Amanda Samuels to Ashley June Moore(Privately) : educational funding provider

10:56:01 From Amanda Samuels to Ashley June Moore(Privately) : financial aid help

10:56:29 From Amanda Samuels to Ashley June Moore(Privately) : yes

10:56:38 From Megan Kirk : About PPRA and the topics that cannot be surveyed, to clarify: this applies to notetaking for advising students, too? Like, we only use the information to connect students with colleges and opportunities that match their values.

10:59:46 From Ashley June Moore : Evaluation survey - <https://forms.gle/zaPdCQA1UxdxmbK28>

10:59:55 From Amanda Samuels to Ashley June Moore(Privately) : informed

11:00:01 From Haley Swanigan : Much more confident!

11:00:03 From Allison Singley : Better

11:00:05 From Megan Kirk : strained. enlightened.
11:00:07 From Jasmyne Glenn (she/her/hers) : Better
11:00:11 From Dream Dennis : Educated
11:00:13 From Alayzha Jordan : Informed
11:00:14 From Helene Slinker : prepared
11:00:17 From Nikki Gonzales - Marshfield High School : Informed
11:00:38 From Haley Swanigan : Thank you!
11:00:41 From Ashley June Moore : Registration links for upcoming workshops -
<https://stlouisgraduates.org/2020/07/16/professional-development-institute-2020-21/>
11:00:42 From Kingsley Tony-Egbuniwe, STL-Hazelwood East : Prepped
11:00:43 From Janell Kim (UCity HS) : thank you!
11:00:43 From Jennifer Irvin, MHSA, CCHW-BJC HealthCare : I feel INFORMED WHew you
don't know what you don't know. I have reached out to the presenter to chat more. This was
great!
11:00:44 From Khadija Tejan : Thanks!!