

# Lone Star School

2945 South Hickory  
Sapulpa, Oklahoma 74067

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"Training Young Minds Today...To Be The Leaders of Tomorrow"

## LONE STAR SCHOOL PROCEDURES

SID

### Homeless Confidentiality

Lone Star School District maintains a stringent protocol regarding student confidentiality. The following procedures will outline how Lone Star faculty and staff will protect the confidentiality of homeless students.

1. All student records are maintained in the elementary and junior high front offices and located in locked file cabinets. There is limited computer access to student information databases, and school faculty is on a need-to-know basis when dealing with any student situation.
2. Faculty and staff must follow district guidelines to avoid discussing student academic or personal information in hallways, lounges, public places, or any other location where the uninvolved party could overhear.
3. The records of students identified as homeless will be stored in locked files in a guidance counselor, the district's homeless liaison office.
4. Lone Star Guidance counselors are the district's homeless liaisons and receive extensive annual training in collecting, storing, disclosing, and destroying homeless pupil records. Liaisons also have the responsibility of maintaining who has permissible access to pupil records.
5. Homeless student records may be maintained for at least five years after said student ceases to be enrolled. However, a record will only be recovered if there are outstanding inspections or reviews of the record.
6. Homeless Liaisons will conduct an annual review and training for all faculty and staff in collecting and handling homeless student records, which will be performed during professional development at the beginning of each school year.
7. Lone Star School District may release personal student information from a homeless pupil record under the following circumstances:

**Reference:** McKinney-Vento Homeless Assistance Act, Section 722  
Title IX A; Title 42 U.S.C. § 11432(3)(G)

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- a. Written consent from a parent, guardian, or adult pupil
- b. Receipt of a court order
- c. Authority of statute

The written request to release information must include:

- Name of a student whose record is disclosed
- The specificity of records disclosed
- The purpose for being disclosed
- Party of whom disclosure is made
- The signature of the parent, guardian, or student is an adult eighteen years of age or older.

*This document for the public school district of Lone Star has been reviewed and approved by the district superintendent.*

Review Date:	2-9-24
Lone Star Superintendent Signature:	<i>Tracie Hale</i>

Reference: McKinney-Vento Homeless Assistance Act, Section 722  
Title IX A; Title 42 U.S.C. § 11432(3)(G)