

DELAWARE DEPARTMENT OF EDUCATION

GUIDANCE DOCUMENT: SAFETY OF STUDENTS IN FOSTER CARE



In many cases, the parent(s)/guardian(s) of students in foster care are not permitted to know where the student is living due to safety concerns. Since their rights have not been terminated, they are still permitted to have access to educational information. This document provides guidance regarding ways to ensure the safety of the students. LEAs should still review their other policies and practices that may not be covered in this document.

Safety Steps

1. Home Access Center –
 - a. The student’s address should not be visible to the parent/guardian via their HAC access.
 - i. Instructions – see pages
2. eSchool –
 - a. Critical Alert - A critical alert should be added to the student’s eSchool file to alert staff of the safety concern.
 - i. Instructions – see page
 - ii. Sample Language – “Do not share information regarding the student’s address with parent (insert parent name).”
3. Printed Information – If the parent/guardian requests or is receiving something in printed form, every effort should be made to remove the student’s address.
 - i. Example – The parent comes in and requests a printed copy of the student’s report card or the end of year report card is being mailed home. The person issuing the report card should remove the student’s address prior to issuing it to the parent. One way this can be done is by printing the report card, whiting out the address and then copying it.
4. Verbal Information – Staff should not confirm, deny or provide information regarding the student’s address via phone or in person.
5. Best Interest Meetings (BIM) – Foster care liaisons should ensure that the student’s address is not on any documentation provided at the meeting.

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Update a student's contact to remove the Living With option

After searching and opening the student you are trying to update this for type *contacts* in the quick search and click on *Contacts* in the menu results (Figure 1).

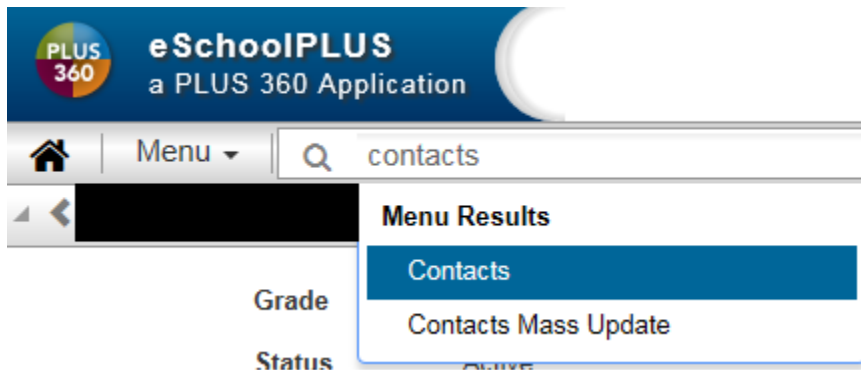


Figure 1

Open the contact that is the parent/guardian that should still have HAC access but not be able to see other address information (Figure 2). Under the **Student/Contact Relationship – Contact Relationship** section, uncheck the **Living With** checkbox.

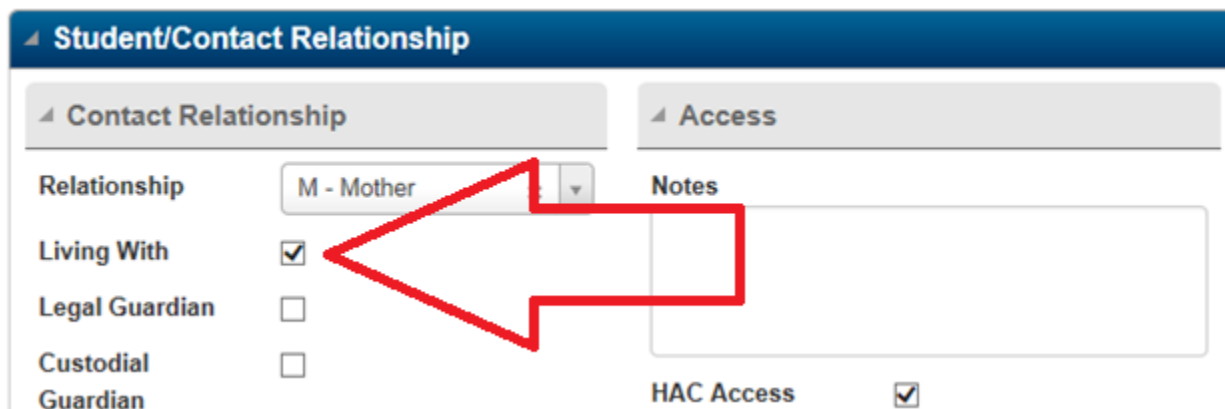


Figure 2

Now when the person logs in to HAC they will only see their address (Figure 3). (Please note: if the transportation information is shown, it may have information that shows where the student resides)

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On the Student Notes page click the + icon (Figure 6).



Figure 6

In the popup, fill out the fields and select the Alert Type of **C – Critical Alert** (Figure 7). Then click Save.

A screenshot of the "Add Note" popup form. The form has a dark blue header with the text "Add Note" and a close button (X). Below the header is a yellow "Unsaved Changes" button. The form contains several fields: "Entry Date*" with a date picker showing "04/06/2018", "Entry Time*" with a time picker showing "9:24:22 AM", "Note Type*" with a dropdown menu, and a large text area for the "Note" containing the text "TEST CRITICAL ALERT". Below the text area is the "Alert Type" dropdown menu, which is currently set to "C - Critical Alert". A red arrow points to this dropdown menu. Below the "Alert Type" dropdown are two checkboxes: "Sensitive" and "Private", both of which are unchecked. At the bottom right of the form are "Save" and "Cancel" buttons.

Figure 7

This will result in a red alert on each page for that student (Figure 8).

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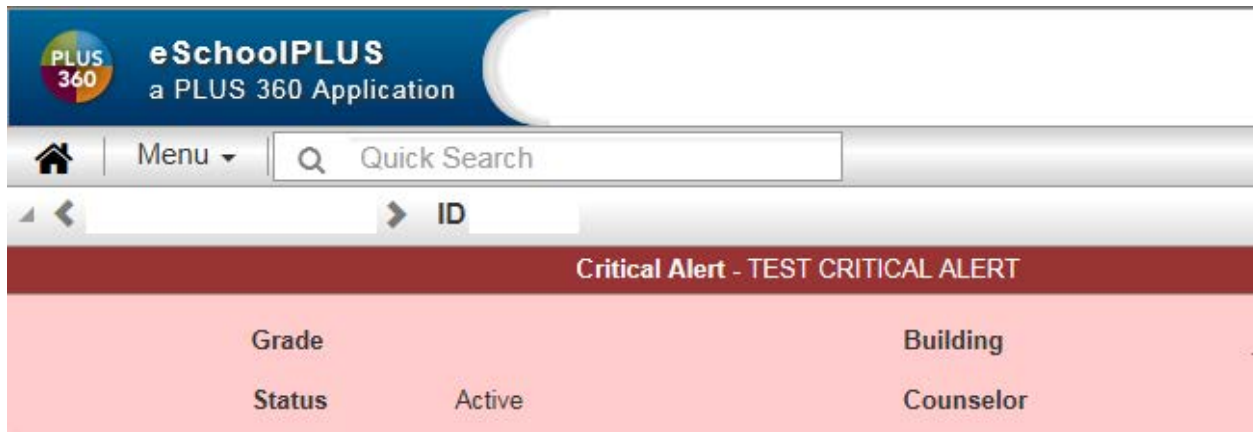


Figure 8