



Eugene School District 4J
200 North Monroe Street
Eugene, OR 97402-4295
541-790-7700
www.4j.lane.edu

September 2019

TO: Eugene School District 4J Practicum Students and Student Teachers
FROM: Karen Hardin, Director of Human Resources

Dear Future Educator,

We are delighted you have chosen Eugene School District 4J as one of the sources during your licensed educator preparation. We look forward to working with you and providing you an opportunity to further your professional growth with a positive and effective learning opportunity. We are also aware of the talent, ideas and enthusiasm future educators can add to our programs and look forward to your positive and innovative contributions.

Eugene School District 4J is committed to ensure our schools provide an educational environment that welcomes, honors and respects everyone associated with our students, staff and families and is free from bias.

To help accomplish this, we require those who work with 4J students to understand and adhere to the district's policies and procedures with respect to sexual misconduct, child abuse, intimidation, bullying, harassment, discrimination, hazing and retaliation, and sign an acceptance form prior to beginning any practicum or student teaching placement within 4J. The documents covering these issues can be viewed or downloaded on the district's website: 4j.lane.edu/board/policies. For your convenience, copies of the required policies are attached to this letter.

- Policy AC – Nondiscrimination (click on Policy Section A/B Board Governance)
- Policy JFCF – Harassment, Intimidation, Bullying, Cyberbullying, Hazing, and Teen Dating Violence
- Policy JBA/GBN – Sexual Harassment
- Policy JHFF – Reporting Requirements Regarding Sexual Conduct With Students
- Policy JHFE – Reporting of Suspected Abuse of a Child
- Policy JOB – Personally Identifiable Information

In addition to reading these policies, all students must complete both a volunteer background check and state-mandated training before they begin their in-school experience practicum/student teaching. You can access the volunteer background check at the following link (please indicated practicum, intern or student teacher on the form): <https://www.helpcounterweb.com/welcome/apply.php?district=eugene>. Once you have completed the volunteer background check, you will be registered for the state-mandated training (SafeSchools).

Because you will have access to confidential student information, you will also be required to sign the district's Statement of FERPA Understanding – Authorized Third Parties, on the reverse side of this form.

Please print and sign both sides of this form indicating that you have read, understand, accepted and will follow the above referenced policies. If you have any questions about the policies, you may contact your school administrator or me.

Name (Print): _____ Signature: _____ Date: _____

University: _____ Program: _____

Once signed, PLEASE RETURN THIS FORM to your university placement coordinator BEFORE starting your in-class experience with 4J. University placement coordinators will then send these completed forms to Human Resources at HUMAN RESOURCES DEPT, 200 N MONROE ST, EUGENE 97402. Forms will be routed to Karen Hardin, Director of Human Resources.



Statement of FERPA Understanding – Authorized Third Parties

Name _____

School where providing services _____

The Family Educational Rights and Privacy act of 1974 (FERPA) is a federal law that protects the privacy of a student’s educational records. It applies to all educational agencies or institutions that receive funds under applicable programs administered by the U.S. Department of Education. An education record is any record maintained by the district that contains information which is directly related to the student including personally identifiable information such as student name, student ID number, or personal characteristics, grades GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during advising session, or a document in a school or District office.

Education records can exist in any medium including: typed, computer generated (monitor screen), video, microfilm, microfiche, email, notepad, and others. Student education records are considered **confidential** and may not be released without written consent of the student’s parent, except by provisions outlined in FERPA. Third parties who provide services on district premises must protect education records in their possession. Student information may be accessed only for legitimate educational use. The same principles of confidentiality that apply to paper records also apply to electronic data. Third parties may include authorized volunteers, independent contractors, and employees of third parties under contract with the district.

Third parties who provide services on district premises are expected to adhere to the following:

- Only access information to which they have been given authorized access.
- Must not use another person’s system/user ID/password/data without permission.
- May not make or permit unauthorized use of information.
- May not redisclose the information.
- Are not permitted to seek personal benefit, or allow others to benefit personally from information to which they have access by virtue of their position.
- May not knowingly include or cause to be included in any records a false or misleading entry.
- May not knowingly change or delete or cause to be changed or deleted an entry in any record, unless in accordance with District or school policies and procedures.
- May not remove any official records or copy thereof from the office where it is maintained, copied, or printed via electronic means except in the performance of a person’s duties, and in accordance with established policies and procedures.

I understand that as a volunteer, independent contractor or other third party providing services on the premises of Eugene School District 4J, I may have access to information and records which contain personally identifiable information, the disclosure of which is prohibited by FERPA. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates the District policy and could lead to revocation of the district’s permission to provide services on district property, or termination of my employment by third parties, regardless of whether criminal or civil penalties are imposed.

Signature _____ Date _____

Signature of Administrator _____ Date _____

This form is to be maintained by the school administrator prior to allowing access to protected records.