

**POWERSCHOOL ACCESS
GUIDELINES FOR COACHES AND ADVISORS**

A. Acquiring **PowerSchool** Access

1. **PowerSchool** access will only be granted to the head coach/advisor or the head coach/advisor's designee (e.g. a board approved assistant) of a specific team/club/organization. Each team/club/organization is permitted only one **PowerSchool** access.
2. Read the documents, *Student Privacy and Extracurricular Advisor/Athletic Coach Confidentiality*, *Extracurricular Advisor/Athletic Coach Student Information System Access Guidelines*, and *Privacy and Confidentiality Guidelines*.
3. Sign *Confidentiality Agreement*.
4. Attach a student roster for the team/club/organization for which you are requesting **PowerSchool** access to student grades and attendance information.
5. Submit signed *Confidentiality Agreement* and student roster to building principal.
6. The coach/advisor will be notified by the building's guidance office secretary when his/her account has been set up.
7. The coach/advisor is to schedule a mutually agreeable time to meet with the guidance secretary in order to receive log-on and password information. **Log-on and password information may only be shared at a face-to-face meeting.** No log-on information will be shared over the phone or by email.
8. The coach/adviser must provide a photo-id to building guidance secretary when meeting to acquire log-on information. No log-on information will be shared without a photo-id.
9. Coaches/Advisors needing training in the use of **PowerSchool** should contact either the building guidance secretary or technology coordinator.

B. Eligibility

1. Extracurricular Advisors/Athletic Coaches are to use information found in the student information system for purposes of eligibility **ONLY**.
2. Eligibility runs for one week. Students cannot gain eligibility during the week.
3. If there is a question about a possible clerical error affecting eligibility status, all inquiries **MUST** be directed to building administration.
4. Please note that the current grades posted may not necessarily be those that were used when the weekly eligibility was run. A copy of the weekly eligibility report is kept in the guidance office and would reflect grades used when the report was run.
5. It is a student's responsibility to earn eligible status, not the teacher's job to give it to them.
6. Guidance office secretaries are only permitted to share eligibility information with the head coach/advisor or the head coach/advisor's designee (e.g. a board approved assistant) of a specific team/club/organization.

C. Using **PowerSchool**

1. Log into **PowerTeacher** at <http://ps.basd.net/teachers> using your assigned log-on and password.
2. From the start page, click on the "Backpack" for the group that you advise/coach.
3. Click on a student name
4. The drop-down menu will provide different screens to access the desired student information
 - a. The Quick Lookup screen provides information about a student's last two weeks of attendance, as well as, his/her current grades. (The grades posted are not necessarily the grades used to determine eligibility.)
 - b. For more information on grades, click on a specific grade for specific assignment details.

Student Privacy and Extracurricular Advisor/Athletic Coach Confidentiality

Individual student data are collected, maintained, and managed by the Bellefonte Area School District in accordance with state and federal laws. The U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (more commonly known as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the Bellefonte Area School District, which disseminates a student's education records without his or her parent's consent. In addition, the Individuals with Disabilities Education Act (IDEA) and Pennsylvania statutes, regulations and policies govern the confidentiality of, and access to, students' educational records.

It is the responsibility of the Bellefonte Area School District and its employees to ensure the confidentiality of student information and data maintained by the district. Students in the Bellefonte Area School District have the right to expect that all professional employees, athletic coaches, and extracurricular advisors will keep information about them confidential.

It is expected that district employees, including athletic coaches and extracurricular advisors, shall keep in confidence information obtained in confidence in the course of their duties unless required to be disclosed by law or by clear and compelling necessity as determined by the employee/coach/advisor. Information that is not considered to be confidential includes: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent school attended.

Definitions and Background Information Related to Confidentiality

BASD adheres to the confidentiality requirements of both federal and state laws, including but not limited to; FERPA, IDEA, the Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, and 22 Pa. Code β 12.31- β 12.32. The following definitions are derived from these laws and other related documents that are relevant to the implementation of this policy.

Access means viewing, editing, printing, downloading, copying, or retrieving data from a computer, computer system, computer network, or other medium.

Confidential data includes personally identifiable information about a student that is prohibited from disclosure pursuant to state or federal law or information that is intended for the use of a particular person/group and whose unauthorized disclosure could be prejudicial to the individual it identifies.

Confidentiality refers to BASD's obligation not to disclose or transmit personally identifiable information about individual student to unauthorized parties.

Disclosure means permitting access to, revealing, releasing, transferring, or otherwise communicating personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic.

Extracurricular Advisor/Athletic Coach Student Information System Access Guidelines

1. Access to confidential student data and the use of the BASD student information system are privileges. If misuse occurs, access privileges will be terminated.
2. Information found in the student information system is considered to be confidential and must be treated as such.
3. Extracurricular Advisors/Athletic Coaches are to use information found in the student information system for purposes of eligibility ONLY.
4. If there is a question about a possible clerical error affecting eligibility status, all inquiries MUST be directed to building administration.
5. Please note that the current grades posted may not necessarily be those that were used when the weekly eligibility was run. A copy of the weekly eligibility report is kept in the guidance office and would reflect grades used when the report was run.

Privacy and Confidentiality Guidelines

1. Each student with whom a coach/advisor works has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by building administrators. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, coaches/advisors may not share otherwise confidential data/information with them unless it is relevant to the student's educational growth, safety, or well being.
2. Coaches/Advisors may only use confidential student data/information for the purpose authorized by the principal. Coaches/Advisors may not use confidential data/information for any unauthorized purpose even if he/she believes that doing so is in the best interest of the student.
3. Coaches/Advisors may not share confidential data/information about a student with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, coaches/advisors must refer all such questions to the school employees so authorized, typically the student's teacher or principal.
4. Parents, friends, or community members may in good faith ask questions about a student's problems or academic progress. Again, coaches/advisors must refer all such questions to the authorized school employee. Coaches/Advisors may not share confidential data/information about a student even with members of their own families or the student's family.
5. Before speaking, coaches and advisors should always remember that violating a student's confidentiality isn't just impolite, it's against the law!
6. If the building principal determines that a district employee, including coaches and advisors, has inappropriately disclosed confidential data/information the individual may be subject to disciplinary action(s).

Confidentiality Agreement

I, (print name) _____, as an athletic coach/extracurricular advisor for Bellefonte Area School District acknowledge that I have read and agree to comply with the requirements established in the **Extracurricular Advisor/Athletic Coach Student Information System Access Guidelines** and the **Privacy and Confidentiality Guidelines**.

- I agree never to disclose information about a student's records to anyone other than an authorized school employee.
- I will refer all requests for such information from those not directly involved in the student's education to the school principal.
- I will use confidential student information only for the purpose of monitoring student attendance and grades as it pertains to eligibility.
- I will not distribute and/or reproduce any record or information outside of the intended and approved use necessary to carry out my job duties.
- I will not discuss verbally or distribute in electronic or printed formats, confidential student information except as needed to conduct BASD business as required by my position.
- I will not share my user ID and password with anyone nor use anyone else's user ID or password in an attempt to gain access to student, employee, or other district data.
- I understand that if I violate this agreement my access may be terminated and additional consequences may result, including termination from my coaching/advising responsibilities.

Coach/Advisor Signature _____ Date _____

Athletic Coach/Extracurricular Advisor for (identify team/club/organization) _____

Telephone Number _____ Email Address _____

❖ **A student roster must accompany this document.**

Administrative Authorization and Acknowledgement

The above signed athletic coach/extracurricular advisor may have access to and use confidential student information (attendance and grades) for is his or her Board Approved responsibilities as _____ (position).

PowerSchool Access Start Date	PowerSchool Access End Date
Building Administrator Signature	Date