

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
CEDAR FALLS COMMUNITY SCHOOL DISTRICT
AND
SUCCESSLINK

SuccessLink in partnership with the Cedar Falls Community School District (CFCSD) agrees to implement the comprehensive SuccessLink service delivery process known as Success Street. This MOU also serves as the Data Sharing Agreement entered into by and between the Cedar Falls Community School District and SuccessLink to establish the content, use, and protection of data needed by SuccessLink to support the community initiative supported by Cedar Valley's Promise (CVP) and the Cedar Valley community.

SUCCESS STREET

The SuccessLink program/process involves utilization of existing community services and resources on site in schools for the benefit of children, youth, and their families. Agency/entity staff/volunteers form a multidisciplinary team service delivery system which emphasizes personalism, accountability, and coordination. The individualized and coordinated effort gives each student and his/her family many of the services he or she needs to solve social, educational, health, and emotional problems impeding his or her success.

It is understood that a Cedar Falls administrator will serve as the link to SuccessLink from the CFCSD and that at each selected site the principal will be an integral part of the SuccessLink planning process, including designation of space, designation of staff for on-site coordination, needs assessment, student identification, process delivery and evaluation.

SuccessLink agrees to provide technical assistance and consultation in planning, training, inter-agency coordination and overall project site management.

In cooperation and partnership with Cedar Valley's Promise, SuccessLink also agrees to serve as the community liaison for all management of information systems. Any data shared with SuccessLink will adhere to District policies, as well as FERPA and HIPAA guidelines (See Data Sharing section below).

The Cedar Falls Community School District will use agreed upon funds at their discretion to assist with the support and delivery of Success Street services through contracts held with SuccessLink and community agencies such as but not limited to: Black Hawk Grundy Mental Health Center, Black Hawk County Health Department, Pathways, Allen Hospital and Covenant Hospital.

In these aforementioned areas, and in all other areas, SuccessLink and the Cedar Falls Community Schools shall proceed in close cooperation in all matters. This letter of agreement provides a framework for this cooperation, and can be modified at any time, provided both parties agree to the modification. It is not a legally binding contract, but does signify the honest intentions and professional commitments of both parties.

SuccessLink pledges its full energies and resources to provide quality evaluation, education, health, and human services to youth in the Cedar Falls Community School District, in full cooperation with Cedar Falls Community School District Administration and the Cedar Falls Community School District Board of Directors.

DATA SHARING AGREEMENT

In response to the 1999 America's Promise Presidential Summit, the Cedar Valley area developed its own plan to improve the lives of children through community-wide involvement. Cedar Valley's Promise CVP connects parents, neighbors, businesses, governments and youth serving organizations to provide all area youth with the support, assets and resources necessary to achieve to their fullest potential. This work is done through a system of 19 Task Teams. One of the foundational Task Teams is the MIS, or Management of Information Systems.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.