



Forum Guide to Planning for, Collecting, and Managing Data About Students Displaced by a Crisis

Glossary of Common Terms

Crisis: A natural or man-made event that causes the disruption of school-level activities and the temporary or permanent displacement of students. This definition does not distinguish between natural disasters and other types of crises, such as acts of terrorism, as long as they temporarily or permanently disrupt educational activities. This definition does not include events that involve a single student or situations where a student is experiencing difficulties such as mental, emotional, or psychological distress.

Data Steward: An individual (or individuals) responsible for ensuring the quality of statistical information generated by an organization. Data stewards also generally assume responsibility for enhancing the information reporting process through staff development and by sharing data expertise with the various offices and programs that produce data and information in an organization.

Disaster: A sudden event causing often widespread and substantial damage, loss, distress, or destruction. See also *Federal Emergency Management Administration (FEMA)-Declared Disaster* and *Major Disaster*.

Disaster Recovery: The process, policies, procedures, and capabilities related to restoring or continuing critical business activities in an organization after a natural or man-made disaster. With respect to education agencies, it is the capacity of entities with sufficient capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment; the physical environment; business operations; and the social, emotional, and behavioral health of the educational community. With respect to data, it is the process, policies, and procedures for preserving and regaining access to data—records, hardware, software—and communications.

Disaster Recovery Planning: A subset of a larger process known as continuity of operations planning (COOP) that focuses on the creation and validation of a practiced logistical plan for recovering and restoring interrupted critical functions following a disaster or extended disruption. With respect to data, it is the preparation for the resumption of applications, data, access, hardware, communications, networking, and other information technology infrastructure following a disaster.

Disaster Recovery Team: High-level agency staff responsible for minimizing the impact of a crisis and preserving or restoring educational services to students during and following a crisis.

Displaced Student: A student who was enrolled, or eligible for enrollment, but has temporarily or permanently enrolled in another school or district because of a crisis-related disruption in educational services. While this guide does not address situations where one individual student is displaced from their home or school, this broad definition could reasonably be made more specific by an education agency. States that experience a high number of natural disasters might wish to add, for example, a requirement that the crisis must be a FEMA-declared disaster.

Displaced Student Status Indicator: An indicator that flags a student who was enrolled, or eligible for enrollment, but has temporarily or permanently enrolled in another school or district because of a crisis. This indicator is usually associated with a specific crisis code in a student record.

Federal Emergency Management Administration (FEMA)-Declared Disaster: An event that FEMA has formally recognized as a disaster based on its predefined criteria. FEMA uses several factors to determine a disaster's severity, magnitude, and impact. When FEMA reviews requests for major disaster assistance under the Stafford Act, it considers the following primary factors, as well as other relevant information, in making a recommendation to the President on whether supplemental disaster assistance is warranted:

- Public Assistance Program
 - Estimated cost of the assistance
 - Localized impacts
 - Insurance coverage in force
 - Hazard mitigation
 - Recent multiple disasters
 - Programs of other federal assistance
- Individual Assistance Program
 - Concentration of damages
 - Trauma
 - Large numbers of injuries and deaths
 - Large-scale disruption of normal community functions and services
 - Emergency needs such as extended or widespread loss of power or water
 - Special populations
 - Voluntary agency assistance
 - Insurance
 - Average amount of individual assistance by state

More information on FEMA is available through the web pages listed in the Reference List and Related Resources sections.

Homeless Children and Youths: The term homeless children and youths, as defined in the McKinney-Vento Act,

- means individuals who lack a fixed, regular, and adequate nighttime residence; and includes
 - children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - migratory children who qualify as homeless because the children are living in circumstances described above.

More information on the McKinney-Vento Act is available through the web pages listed in the Reference List and Related Resources sections.

Homeschooling: The provision of compulsory education to children at home, typically by parents but sometimes by tutors, as an alternative to traditional public/nonpublic schooling in a formal setting. Homeschooling is a legal option for parents who wish to provide their children with a different learning environment than exists in traditional schools.

Major Disaster: As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of local, state governments and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. (FEMA 2016).

Nonpublic School: An institution that provides educational services and is primarily funded by nonpublic funds (e.g., tuition). The nonpublic school community includes private, religious, and independent schools, as well as home schools.

Outlying Areas: The United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Public Charter School: A school providing free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other authority, and designated by such authority to be a charter school.

Public School: A school controlled and operated by publicly elected or appointed officials and deriving its primary support from public funds.

Relocated Student: A student who has permanently relocated following a crisis and is no longer considered a displaced student.

Student Record: An education document or system maintained by the district in which a student is enrolled. Student records typically contain demographic data, school enrollment, grade assignments, promotions and retentions, grades, credits earned, participation in special programs, test scores, and other student information.

Temporary Data Exchange: An agreement of limited duration between two organizations that permits data sharing. Depending on the nature of the agreement, the receiving agency generally is expected to destroy or return the data at the end of a specified period of time.

United States: The 50 states, the District of Columbia, and the Commonwealth of Puerto Rico.

Acronyms Used in This Resource

ANSI: American National Standards Institute

CCD: Common Core of Data

CEDS: Common Education Data Standards

COOP: Continuity of Operations Planning

DHS: U.S. Department of Homeland Security

ED: U.S. Department of Education

EIA: Temporary Emergency Impact Aid for Displaced Students

FEMA: Federal Emergency Management Agency

FERPA: Family Educational Rights and Privacy Act

FIPS: Federal Information Processing Series

GETS: Government Emergency Telecommunications Service

GNIS: Geographic Names Information System

HIPAA: Health Insurance Portability and Accountability Act

HHS: U.S. Department of Health and Human Services

IEP: Individualized Education Program

IES: Institute of Education Sciences

LEA: Local Education Agency

MoU: Memoranda of Understanding

NCES: National Center for Education Statistics

POC: Point of Contact

SEA: State Education Agency

SIS: Student Information System

SPPO: Student Privacy Policy Office