CONFIDENTIALITY AGREEMENT

ALL EMPLOYEES, VOLUNTEERS, STUDENT INTERNS, STUDENT TEACHERS, SUBSTITUTES, and EMPLOYEES OF INDEPENDENT CONTRACTORS

Parents of student and the students, themselves, have the right to expect that information about them will be kept confidential by ALL employees, volunteers, student interns, student teachers, substitutes, and employees of independent contractors.

Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the LRESC, which disseminates a student’s educational records without his or her parent’s consent.

• Each student with whom you work has the right to expect that nothing that happens to him or her will be repeated to anyone other than authorized school district employees, as designated by the administrators at each school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well being; on a “need to know basis”

• You may not share information regarding a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or healthcare professionals. You must refer all such questions to either the program administrator, student’s teacher or building principal. The only exception is in the event of an urgent medical emergency, in which confidential information may be necessary for a student’s medical care. • Parents, friends, or community members may in good faith ask you questions about a particular student. Again, you must refer all such questions to an authorized school district employee. You may not share information about a student even with members of your own family or the student’s family. • Before you speak, always remember that violating a student’s confidentiality is not just disrespectful, it is against the law.

Confidentiality Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as an employee, volunteer, student intern, student teacher, or substitute for the Licking Regional Educational Service Center, agree to never disclose information about a student’s records to anyone other than an authorized school district employee on a “need to know” basis. I will refer all requests for such information from those not directly involved in the student’s education to a program or Department administrator. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

 **CONFIDENTIALITY GUIDELINES**

Confidentiality is the basis for all personal relationships and it involves trust, respect, and confidence. In our educational programs, it is a must! Please read the guidelines listed in our policy.

Any information pertaining to students, and/or their families, is considered private and shall remain confidential. In addition, the information will only be released with the written permission of his or her guardian, parent of the child or employee. Permission may be revoked at any time for the release of information. Any information pertaining to a staff member of the Evaluation and Early Education Department/Flying Colors Public Preschool and/or an employee of Licking Regional Educational Service Center is also considered private and confidential.

Confidential information may not be shared by any means which includes but is not limited to, verbal, written, photographic or electronic. Strict adherence to this policy is necessary in order to preserve individual rights. Failure to honor this agreement could result in immediate dismissal of duties, as well as possible legal action.

1. Last name of students, school district, and address should never be used outside of the school setting. The full name of a student should not be transmitted in the “subject line” by email. Student information should not be released to anyone other than school personnel unless the parent has authorized information to be part of a parent roster. Family status and personal information regarding a student and their parent/guardian should not be discussed with anyone. This information is only shared between staff on a “need to know” basis.
2. No one should know the “educational status” of a student, for example: typical, disabled, at risk, etc.
3. Students should not be discussed with other bus drivers/aides or parents of students in your classroom.
4. Students should be referred to by their first name and last initial if a public address announcement is being made.
5. If an individual calls and requests information on a student do not provide acknowledgement that the student attends the school. Request a written exchange of information or verify the individual has the right to records before providing any information. Inform the caller that we protect the confidentiality and privacy of our students and cannot give out any information over the phone without verification.
6. Information regarding students, families or employees is confidential. Some examples, but not limited to:
7. All medical, educational, psychological, and/or economic information.
8. Issues or incidents that involve other students other than the parent’s child.