

Confidentiality

What is confidentiality?

Confidentiality means protecting all personally identifiable data, information, and records collected, used, or kept by the school district about a student.

Confidentiality requirements also apply to any event, conversation, or records that you might see or overhear someone discussing.

What is personally identifiable data or information?

Personally identifiable information includes:

- Child or family names and address
- Child's social security or student number.
- Descriptions that would make it easy to identify a child and
- Anything else that would make it easy to identify a child.

What is a school record?

A school record, which is sometimes called an "educational record" or a "permanent record," is anything that the district collects, uses, or keeps about a child. This includes grades, health information, attendance reports, work papers, school photos, test results, etc. Data or information may be handwritten, drawn, or typed. It may also be a photograph, on audio or video tape, or on computer disk.

What you SEE....and/or HEAR....in a school, classroom, hallway, bathroom, cafeteria, or at any site or activity the school participates in, should be considered **confidential** and only discussed or repeated to your supervisor, teacher, or principal. Even if you know a parent of one of the students you work with, do not discuss those activities with that parent.

Gossiping is NOT permitted. Confidential information should only be discussed with the supervisor, teacher, or principal.

If you overhear a conversation between students, staff, or administrators; do not repeat them to others. There are times that conversations, not intended for anyone other than those involved in the conversation, could be overheard. If you are concerned about what you have overheard, talk to the supervisor, teacher, or principal. If you ever find yourself in a situation of overhearing conversations that does not concern you, get up and walk away, shut a door that should have been

closed, or make a noise to make your presence known. Do not put or allow yourself to be put in controversial situations.

Volunteers should not take the liberty to read documents or browse through folders left in the office, on any desk, or in any filing cabinets.

Volunteers are NOT allowed to view any student records including: student profile reports, test score results, report cards, attendance reports, or any document intended to be included in that students records.

Only student's parents are allowed to see their records until the student reaches the age of 18.

Unless you are the parent of the student and have authorization for the documents the situation refers to, volunteers should never pick-up and remove any document or papers thrown away or anything that looks like garbage unless you have permission from the teacher or administrator. (Example: Students may wad up and throw down papers they don't want someone else to see such as: worksheets with bad grades, detention slips, misconduct reports, homework assignments, notes, etc.) Under no circumstance shall these be taken from the school and shown to anyone. If you find any document on the school grounds that you feel needs attention, please give that document to a school administrator or teacher.

When assisting teachers and other staff with students, any conversation, any paper handled, and all student's work, cannot be discussed with anyone other than that teacher, supervisor, or principal of that school.

Sometimes events happen such as accidents, fights, or other disruptions at a school and it is very important to let the staff handle any of these situations. Do not discuss these events with anyone other than the teacher or principal.

What you say or do reflects upon your supervisor and school administration. If you repeat any part of any conversation or information about something you have seen, it could be misinterpreted by others.

Again, what you see or hear must stay **confidential**.