



STUDENT CONFIDENTIALITY GUIDELINES

All information heard and/or observed concerning any student and/or their family is confidential and may not be repeated without written consent of the person or guardian. An exception to this is if there is suspicion of danger* to the person or another.

Therefore, when a staff member hears or receives personal information about a student's condition, behavior or family, this confidential information must stay where it is heard and not repeated. Before speaking about a student it is thus appropriate to ask, "Will this contribute to the student's welfare?"

*Suspicion of danger = 1) Suspicion of sexual, emotional, or physical abuse;
2) Threat of suicide;
3) Suspicion of danger to another person

Examples of when to remain silent (i.e., observe Confidential Guidelines):

1. When asked by any person for personal information about a student or family, unless there is a consent for release of information or within mandated sessions, such as IEP meetings.
2. When in a public place with or without students.
3. When asked by a person making a site visit to the class.
4. When talking to a parent of another student.
5. When talking with other staff members, i.e., bus driver to aide, aide to aide, when it is not for the benefit of the student and/or when other students, parents, etc., are present.

Note: If, at any time you question whether information can/should be shared, you may check with the classroom teacher, psychologist, nurse, or administrator.