

Confidentiality of Health Care and Health-Related Information

The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of individual student records. Student information must be protected from unethical, illegal and inappropriate disclosure by all district employees, volunteers and school personnel.

Definitions

1. Confidential Student Information: Any personal, sensitive information concerning the physical, developmental, mental, health, academic, social and economic status of a student.
2. Disclosure: Permit access to, release of, transfer of, or otherwise communicate the student education records to any party, by any means, including oral, written or electronic.

All district personnel will follow these practices regarding the confidential student information:

1. Review annually the Confidentiality Statement signed at the initial time of employment with the agency;
2. Obtain, receive and send student information only with the written and signed consent of the parent/guardian/student on an agency approved consent/release form;
3. Inform parents/guardians/students that information made available will be shared with other agency personnel on a “need to know” basis to provide appropriate services for the student;
4. Share and exchange information only with other personnel who have a “legitimate educational interest” for the benefit of the student’s academic progress;
5. Share only information necessary to provide the student with needed services;
6. Confidential discussions will occur only in secure, private locations and not in areas (hallways, playgrounds, teacher lounges or elsewhere) where confidentiality cannot be maintained;
7. All written confidential documentation of student records, meetings, plans, etc., must be marked “CONFIDENTIAL” and stored in a secure location. When the records are in use, they must be protected from the view of others;
8. Confidential information will not be left with a third party, on voice mail or electronic mail;
9. Confidential information being mailed or carried is to be in a secure envelope and marked “CONFIDENTIAL”;
10. All discarded confidential information must be shredded or disposed of in other ways that guarantee security.