

Privacy Rights

Federal and State law prohibits District employees from disclosing student information (including but not limited to test scores, grades, psychological or medical reports, discipline reports, and reports by guidance counselors). The principle exceptions to this rule are that such information may be disclosed to the student's parent(s), legal guardian, or District employee with a legitimate educational interest in the student.

Violation of student privacy rights may result in claims against the District and the individual participating in the unlawful disclosure.

The information above is intended to remind staff, volunteers, visitors, and parents that we all need to be careful of conversation about children and/or parents when discussing the confidential matters of school business. Casual conversation outside the workplace that shares any information about students or parents violates their rights to privacy under the law. Please be careful not to reveal names, educational information, descriptions of incidents or behaviors, or any other information about children or parents served by our school. The best way to ensure that you are not violating a client's rights is to avoid discussing with others any information about the families we serve.

Thank you in advance for your professional approach to	this matter.
<u>Confidentiality</u>	<u>Agreement</u>
I understand and will respect the confidentiality issues students and families in the Cape Henlopen School Distr or identifying information related to anything I have obse	ict. I will not discuss any student names, incidents,
Print Name	Signature
	Date
	Received by:

The Cape Henlopen School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. Ned Gladfelter, Employee/Student Compliance Officer: OCR/Title IX/504 Office of Human Resources; LouAnn Hudson, Student 504 Compliance Officer, 1270 Kings Highway, Lewes, DE 19958.

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