



Cape Henlopen School District

Privacy Rights and Confidentiality Agreement

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.

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Confidentiality Agreement

I understand and will respect the confidentiality issues related to my observations and interactions with students and families in the Cape Henlopen School District. I will not discuss any student names, incidents, or identifying information related to anything I have observed in the school.

Print Name

Signature

Date

Received by: _____