



Avenue City Elementary School

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CONFIDENTIALITY TRAINING AVEUE CITY SCHOOL AUGUST 18, 2010

1. Training in confidentiality means different things depending on your level of involvement with special needs students as well as other students within your job. For maintenance and food service it sometimes boils down to what your eyes and ears fall upon during the day. You may see or hear things that others do not for ex: behaviors, comments, etc. For all staff it is important you do not share these things out in the community. Parents may ask you questions or try to get something out of you based on where you work. Confidentiality means that you must keep the information you know about a student (even if just observed) confidential (secret). You must be careful what you say and whom you say it to.
2. An individual with Disabilities Act incorporates Family Education Rights and Privacy Act (FERPA). As teachers and staff we must safeguard educational records. According to FERPA an educational record is any form of information directly related to a child that is collected, maintained, or used by school. Our district does not fall under Health Insurance Portability and Accountability Act, although the latest Release of Records in the Special Education Department is HIPA compliant.
3. Regular Education teachers are affected by confidentiality issues to a great degree. Due to No Child Left Behind and the push to serve children within regular classrooms with modifications and accommodations, regular education teachers have responsibilities in implementing the IEP and having a high awareness of the modifications necessary for each child on an IEP.
4. Due to the nature of our positions and the students we work with, information learned concerning, but not limited to students, disabilities, behaviors, personnel issues, etc should not be shared with anyone outside the school building, and should only be shared with persons inside the school building on a need to know basis. Should you have questions regarding what information you are at liberty to discuss while you are an employee at Avenue City School, please contact ACES administration.

I have read and understand the "Confidentiality Training" handout.

Employee's / Volunteer's

Signature: _____