

TIPS ON CONFIDENTIALITY ISSUES IN THE SCHOOLS

Be careful of the following practices, which are sometimes commonly done but represent unintentional violations of student confidentiality rights:

- Publicly indicating when a student “has detention” or “is suspended”.
- Providing access to confidential information to student aides helping in the office.
- Forgetting to close a door and people outside of the office (especially students) overhear the trouble you are having with a particular student.
- Chatting in the hallway - impromptu discussions that reveal disciplinary action or students receiving special education services.
- Open discussions about students with parent volunteers or school personnel who DO NOT HAVE A LEGITIMATE NEED TO KNOW.
- Indicating that an assessment will determine who will be in the higher class.

Adapted From:
INSERVICES/CONFIDENTIALITY TIPS/CA