



BOARD OF EDUCATION
Dr. Mike Stacy, Superintendent
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CONFIDENTIALITY

Thank you for being a substitute/student teacher in the Beechwood School District. We appreciate your service to our students. By the nature of your job, you may become privy to information that is of a confidential nature. The Beechwood Schools has a legal obligation to protect the privacy of our students and staff. Schools are required by the Family Education Rights and Privacy Act (FERPA) to keep student and staff information confidential. In order to protect the right to privacy of our students and staff, we are asking that you keep the following confidential:

1. information and/or descriptions about students, staff or situations which may occur throughout the school day.
2. any type of student records, conduct reports, test scores, and results, or applications and status for state and federal assistance that may come into your possession.
3. any information including behavior, which is shared with others that makes it possible to identify a student or staff member.

If confidential student or staff information is shared with others by way of oral or written transmission, a formal complaint could be filed with the Office of Civil Rights (OCR). The OCR will investigate the matter and make a ruling that could include federal funds being withheld from the district. Also, parents could take legal action against the district or individual employees.

To keep from violating the confidentiality requirements of FERPA and the Beechwood School District, we are asking the following of our substitutes/student teachers:

- If you overhear a conversation or witness an incident of any kind between students, staff or administrators; do not repeat it to others. Do not allow yourself to be put in a situation where confidentiality could be breached.
- Respect the privacy of students, their families, the school staff, administrators, or other substitutes/student teachers. In doing so, you will protect yourself from any unnecessary liability.

I understand my duty to observe the Family Education Rights and Privacy Act while substituting/student teaching for the Beechwood Schools. Violation of the Family Education Rights and Privacy Act may result in forfeiting the opportunity to be a substitute/student teacher for the Beechwood Schools.

Name – Please Print

Signature

Date

Make a copy of this signed document for your files, and return the original to Sally Andress at the Beechwood Board of Education.

Innovative education grounded in tradition.

Beechwood Independent School District does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs, or activities.