

Everett Public Schools ECEAP CONFIDENTIALITY POLICY

This policy meets the ECEAP Standard A-13 and incorporates the Snohomish County ECEAP and Everett Public Schools Policies & Procedures for Confidentiality.

ECEAP Standard A-13 Confidentiality:

Contractors must write a policy to ensure the security and confidentiality of all child and family information. This includes:

- Obtaining written, informed parent consent before releasing verbal or written information, except as required by law.
- Providing parents access to child and family records.
- Disposing of written records in a secure manner.
- Securing electronic records.

The information parents/guardians share with ECEAP is confidential. Parents/guardians in our program share sensitive and private information with us and it is our responsibility as professionals to ensure that this information remains confidential. We do not release any medical, dental, nutrition, mental health, family or educational information without parent/guardian written consent, with the exception of Child Protective Services. The law does not require ECEAP to have a "release of information" when there is a situation of suspected child abuse and/or neglect.

If you need to share child information you must have the parent/guardian's written consent. To do this please have the parent complete the **Authorization to Release Confidential Information** (for medical or health, dental, educational records, special services, and mental health information) or the **Consent for Release of Information** (for photographs, kindergarten transition, program directory, or referrals to outside agencies).

Signed consent forms authorizing the release of any information should be kept in the appropriate location (either the family support or teacher's individual child's file). Please see Family Support Checklist or Teacher Checklist for appropriate locations.

Student files and confidential program information will be secured in locking file cabinets.

Staff will not deny parent/guardian access to their own child's individual file, but will follow district procedures for access to the files.

Written records will be retained for specified retention periods as per ECEAP

standards. Secure destruction of confidential written records will be completed in accordance with Everett Public Schools Records Management procedures.

Electronic records, including email, photographs, Teaching Strategies GOLD records, DECA records, etc. are also confidential and will be secured, via logging off computers at the end of each day or when not in use.

Other policies relating to confidentiality can be found in the Everett Public Schools Policy & Procedure Manual:

3230 – Student Privacy

3250 – Release of Student Directory Information

3600 – Student Records (and 3600P)

3610 – Child Custody (and 3610P)

4131 – Confidential Communications (and 4131P)

8410 – Records Management and Retention (and 8410P)

EPS Business Information Manual Section 1.06 – Records Management

Family Educational Rights and Privacy Act (FERPA)

A copy of relevant policies and procedures related to confidentiality and student records from the Everett Public Schools Student Handbook should be included in the site copy of the Policy & Procedures Notebook.

The confidentiality procedure is included in the parent handbook and will be included in parent orientation.

Information parents receive in Parent Handbook 2011-2012

Confidentiality

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Student Records

Parents have the right to access the records of their child following Everett Public Schools Student Record Procedures.