

WESTMINSTER SCHOOL
EDUCATIONAL RECORDS AND STUDENT INFORMATION
DISCLOSURE POLICY

Westminster School endorses the guidelines established by the NEA Code of Ethics of the Education Profession, which states that an educator "Shall not disclose information about students . . . or colleagues . . . obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law." The law requires disclosure of confidential information in three cases: Potential harm to self, potential harm to others, and suspected child abuse.

All full and part time faculty, office personnel, and other employees of Westminster School who may have access to information referred to above are expected to adhere to these standards.

In addition, we endorse the guidelines set forth in the Family Educational Rights and Privacy Act (The Buckley Amendment) which applies to education records of students who are or have been in attendance at Westminster School.

The following procedures are to be used:

1. To prevent unauthorized disclosure, all requests for information about a student will be referred to one person in each unit - preschool and kindergarten, lower school, and middle school. This person will be the only one authorized to release such information.
2. All information about a student shall be made available to his/her parents at their request. They have the right to not only see but also question information contained in their child's records. If information is questioned, a hearing within the school will be arranged.
3. Parents will be advised of their rights annually in handbook information.
4. All student records, whether in the main office or in a classroom, must be kept in a locked file or in a secure place where access to others in the building is not available.
5. No student records, information, or test results (other than classroom tests) should be left on a teacher's desk or other location where unauthorized access might occur.
6. Written notes on behavior and speculative ideas about a student's situation that teachers may keep for their own use should not be included in the student's education records file. Such notes should be labeled as "impressions" and kept in another secure place by the teacher. They should be destroyed when no longer of use to that teacher's classroom situation.

7. No conferences or discussions about students, families, or other school personnel should take place in hallways or other public places where conversations may be overheard.
8. Teachers and other school personnel will be kept informed of facts pertaining to students on a "need to know" basis, to be determined by the Administrator, School Psychologist, or School Nurse. Teachers are considered entitled to know when their knowledge of a student's situation would be beneficial to the student or to the teacher's ability to work with the student. Teachers are also entitled to know when the safety of other students is at risk.
9. Access to education records is available to parents and to other faculty members at Westminster School who need these records for professional purposes. Classroom volunteers do not have access to these records.
10. Professional reports or records (psychological or aptitude testing and evaluations) are not considered educational records. Access to these is restricted by the Code of Ethics of the Psychological Profession.

I have read, understand, and agree to abide by the above policies. Please sign one copy and return it to the main school office. Retain the other copy for your records.

Name

Title

Date