

## CONFIDENTIALITY

- Confidentiality is one of the most critical and important aspects of a SLPA's job. Students and parents have a legal and ethical right to data privacy. Below are guidelines to consider when working within the school system.
  1. Consider, as a general rule, putting yourself in the student's and parents' position: What information would you want discussed with others regarding your child? In what settings, and with whom?
  2. Never use other students' names or share information regarding their programs with parents during staffing or other conferences.
  3. Information regarding specific students and programs should remain confidential and should not be shared in lunchrooms, staff rooms, or in the community.
  4. SLPA's should question school policies only through the proper school-designated channels, generally beginning with other direct supervisor or if necessary, the principal of the building.
  5. SLPA's should have access to special education records in order to be most effective in their job. Since this information is confidential, professionals must first discuss with the supervising teacher(s) the district's procedures for reviewal.
  6. SLPA's need to support SLP's and teachers' techniques, materials and methods especially in the presence of students, parents, and other assistants. Questions should be directed to the specific teacher privately.
  7. When having conversations or writing confidential information regarding a students or family, be aware of those around you who may be within hearing/reading distance. Look for a more private place within the school building.
  8. The Individual Education Plan (IEP) is a legal document developed by a team based on student needs with goals and objectives in areas of service. Review format with IEP Manager.

*I have been instructed on confidentiality and understand that a breach of confidentiality could be grounds for termination of my job.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_