

Confidentiality Policy

Learning Support Centre - Confidentiality Policy:

The staff of the Learning Support Centre is committed to maintaining the privacy of information regarding its students. The staff agrees to release information about each child receiving services from the Centre to teachers and team management members only upon written release from the parents or guardians. The written release will delineate the type of information to be shared and with whom. The type of information to be released may include the following:

Verbal information as relayed by staff

Academic grades

Developmental and family history

Test results via summary only

Access to a copy of the written test report in its entirety

Access to the recommendation section of the test report

Access to specific diagnoses

Learning Centre staff will be meeting bi-monthly to review the progress of their students. As such, information regarding students will be shared among staff as part of the consultation and review process. It is understood that all written information regarding a student, including test report, reports from other professionals and notes kept by staff will be kept separate from the student's cumulative file. Test reports will be kept in a separate file cabinet that will be locked and accessed only by identified staff.

All of the Learning Centre staff will be bound by the same rules of confidentiality. Each member will be given training about protecting the privacy of students. It is understood by each staff member that information regarding a student cannot be discussed outside of the Learning Centre, with staff of St. Ignatius, or with teachers not involved with direct instruction of students without written consent. This is also to include discussing the student within the general community. It is imperative that the privacy of each student be maintained in order to protect the integrity of the program as well as the privacy of the students. Based on the form that you return to the Learning Support Center, your child's information will be released to classroom teachers. A form will be given to parents to be returned to the Learning Support Center as soon as possible. Once this form has been returned, the information will be released to teachers regarding a summary of recommendations and/or your child's IEP. In addition, each member of staff outside the Learning Support Department to whom the information has been released will sign on a form tracking the release of information, acknowledging that they have received the information and are aware of the confidentiality expected.

ST. IGNATIUS CATHOLIC SCHOOL LEARNING CENTRE

Confidentiality and Privacy Agreement 1

The staff of the Learning Centre is committed to maintaining the privacy of information regarding its students. Learning Centre staff will be meeting bi-monthly to review the progress of their students. As such, information regarding students will be shared among staff as part of the consultation and review process. It is understood that all written information regarding a student, including test report, reports from other professionals and notes kept by staff will be kept in the Learning Centre file cabinets that will be locked and accessed only by identified staff.

This form when completed and signed by you, the parents or guardians of _____ authorizes the Learning Centre staff to release protected information about your child's record to include:

Verbal Information to: _____

Academic grades

Entire Written Test Report (includes: developmental & family history, test scores, findings, recommendations & diagnoses)

Test summary & recommendations only

Recommendation section only

This release will remain in effect for the duration of you child's academic tenure at St. Ignatius. This information should be released to:

Teachers

Learning Support Staff & Senior Management Team

Date: _____

Parent/Guardian: _____