

Memorandum

To: Building Principals, Directors, Special Services Staff, District Professional and Support Staff

From: Mary A. Baker, Interim Director
Special Services Department

Cc. Mr. Ernest L. Boss, Superintendent

Re: Confidentiality

Date: August 28, 2007

The Oxford Public School District is responsible to inform staff annually of their responsibilities regarding confidentiality of student information. This year, staff will be asked to sign off on notification regarding confidentiality at the time of the district-wide orientation meeting.

The student record regulations (603 CMR) allow only authorized school personnel to have access to information in a student's record. Authorized school personnel is defined as school administrators, teachers (to include therapists) and counselors (to include school psychologists) who are employed by the School Department and who are working directly with the student. Individuals not working with a student do not have access to the record without written permission of the parent or student (student at age 14 or entering 9th grade).

While it is sometimes necessary for staff to discuss student issues during the work day, personal and confidential information regarding a student should not be shared outside of the school walls for any reason by any staff person. The most appropriate means of complying with this regulation is to approach it conservatively. In addition, it is helpful to view it from a personal perspective in the sense of how we would want someone to deal with information if it was about our own children or ourselves.

Staff who are interested in additional information relating to the student record regulations can access copies from the Department of Education website at www.doe.mass.edu.

Thank you for your attention to this very important matter.