

Gateway School District

9000 Gateway Campus Boulevard
Monroeville, PA 15146
412-373-5713

CONFIDENTIALITY

PROFESSIONAL EMPLOYEES & TEACHER AIDES

As an employee of Gateway School District, you may be working with many different students and will see and hear much information about these students. As a Gateway employee, you will be granted access to confidential information regarding students on a "need to know" basis.

It is important for you to know that information regarding students, their medical history, their grades, their discipline records, their interactions with peers and teachers may be part of a student record and are thus protected by a Federal Law known as the Family Educational Rights and Privacy Act (FERPA). Disclosure of this information without prior informed, written consent of the parent or eligible child is a violation of FERPA and any employee found to violate this law will be subject to disciplinary action.

Professional Employees may certainly share student information with the student's parents or legal guardians, but must not disclose information regarding other students. **Teacher aides** should refer any parental inquiries regarding students to the student's classroom teacher.

It is extremely important that all Gateway employees are informed of the law governing confidentiality and that all student information is regarded as highly confidential. Your signature on this document indicates that you have been informed and will uphold the provisions of the Family Education Rights and Privacy Act.

I have read the above information and understand that I may not in any circumstance violate the confidentiality of student information that I acquire while in the employ of the Gateway School District.

Signature

Date