

Confidentiality

We are fortunate to have many parents/guardians who volunteer their time in our school. As a result of the time that parents/guardians spend with our students, they periodically see or hear information about students that needs to remain confidential. Please consider the following guidelines if you choose to volunteer in our classrooms or if you have direct contact with students in school, on the playground, or during a field trip.

1. All academic information is confidential. It is especially important not to compare student performance. Please note that outstanding or exemplary student work is also confidential.
2. Periodically, students may share information about family or neighbors. While at times these stories may be innocent and/or amusing, it is best to keep them confidential.
3. If a student exhibits behavior problems or reluctance to follow through with directions, it is best to share this information with the classroom teacher, director or early learning coordinator. We ask that parents/guardians not share their impressions of student behavior in the community.
4. If a student shares information with you that suggests that he/she may be physically, sexually, or psychologically abused, the information should be shared immediately with the classroom teacher, director, social worker, or early learning coordinator. This information should remain confidential in the community.

Parents/guardians who have further questions about student confidentiality are encouraged to contact the principal or guidance counselor.

Directory Data – PRE-K/Elementary/Middle School

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Verona Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Verona Area School District may disclose appropriate designated "directory information" without written consent, unless you have advised our District of the contrary in accordance with District procedures. The primary purpose of the directory information is to allow the Verona Area School District to include this type of information from your child's education records in certain publications. Examples include: name, address, e-mail address, telephone listing, photographs, videotapes, audiotapes, date of birth, participation in official recognized activities and sports, weight and height of athletic team members, a play bill, the annual yearbook, dates of attendance, years in school, degrees, awards received, honor roll, graduation programs, and the name of a school previously attended by your child. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations, include, but are not limited to, companies that manufacture class rings, publish yearbooks, and take graduation photos. **Forms are available at the district office or in the Pre-K school office.** Forms should be returned to the district office within 14 days of registration. Any previous notices on file are voided each year.

Records – Students - Pre-K Sites will be implementing VASD policy.

It is the policy of the Verona Area School District to maintain the confidentiality of all pupil records kept by the district. A copy of this policy is available upon request. The policy outlines the procedures which guide school employees in the handling of those records and requires that behavioral records be shown in the presence of a person qualified to explain the content of the records. Parents/guardians may contact the early learning coordinator or director to make arrangements for this service.