



Haverhill Public Schools

Human Resource Department

Student Teaching Confidentiality Agreement

Student Records

1. All student records maintained in the school must be private and secure. Computerized systems should be electronically secure.
2. Do not include students' names when emailing staff to discuss any sensitive issues. Any email containing a student's name will become part of the student's record.
3. School personnel should be informed of how to protect a student's privacy. Refer to DOE Protecting Students Privacy: Data Security: K-12 and Higher Education at <https://studentprivacy.ed.gov/security>
4. It is important that all information contained in a student's record is private and confidential.

Family Educational Rights and Privacy Act (FERPA)

1. Employees and volunteers must maintain appropriate confidentiality with respect to conversations and/or information relating to students, families, parents/guardians, faculty, administration, and colleagues.
2. Such information is required to be maintained in strict confidence.
3. Employees and volunteers are not to discuss such information outside the confines of the school building except on an authorized need to know basis in order to perform assigned duties. All business employee, volunteer, and student records, computerized data and related information are the property of Haverhill Public Schools.
4. Employees are not to copy, distribute, alter or modify such records, materials, computerized data or information unless authorized to do so.

Mandated Reporter

MGL Chapter 119 - Section 51A Training Care and Protection of Children Under 18 (51A)

1. School personnel are mandated reporters legally obligated to contact the Massachusetts Department of Children and Families (DCF).
2. If school personnel have reasonable cause to suspect physical or emotional abuse or substantial risk of harm/neglect they must follow DCF 51A reporting requirements.
3. Please consult with school principals, school nurses, guidance counselors, the Superintendent, or the Director of Special Education for assistance if abuse or neglect is suspected.
4. The human resource link of the DCF website contains the most current mandated reporter guidelines, as well as several resources for faculty and staff.
5. The 51 A form is located at <https://www.mass.gov/service-details/department-of-children-and-families-dcf>.

Signing this documentation signifies your understanding and commitment to adhere to student confidentiality. Upon completion of my placement with the Haverhill Public Schools, I will continue to maintain student confidentiality.

Student Teacher Name (print)

Student Teacher Signature

Date