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CCS' special education department strives to treat all personal information with the strictest confidentiality. We respect the privacy of individuals with disabilities. It is extremely important to hold confidential all communications, observations, and information made by and/or between students, faculty, and staff whenever possible.

All special education decisions about students with disabilities placement and programming must always be made during an IEP team meeting. Please do not sent **any** confidential information about students with disabilities via email. An email is discoverable and could be used against us in a court of law. Therefore, programming and placement decisions about students with disabilities cannot be made or discussed via email.

SWDs have confidentiality rights and the following laws protect students with disabilities:

- The Family Education Rights and Privacy Act (FERPA)
- Individuals with Disabilities Education Act (IDEA)

Remember:

- **Any school that receives federal or state education funds must comply with all privacy acts.**
- **All students have a right to their privacy.**
- **As professionals it is our responsibility to protect their rights.**
- **Avoid putting confidential info about students with disabilities on email and discussing any “ball park talk” and community conversations – *It’s the law!***

Thanks so much,

Dr. Joy Hudson

Cleveland City Schools
Supervisor of Student Services
and Special Ed Preschool