



# Mountain Island Day School

## School Policy-EC File Security and Confidentiality

### 1) Purpose

- a) The purpose of this policy is to detail security and confidentiality measures for MID faculty and staff in relation to EC Student Special Education files.

\*In order to more fully understand confidentiality and access of EC records, please visit

<https://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

- 2) **EC Folder-** Special education information is recorded and housed in an “EC Folder” which is legally part of the cumulative record. As with all school records, EC folders and the information in them (including IEP’s) must be kept confidential. Folders must remain locked and/or supervised at all times.

- a) **EC Folder Organization-** All EC folders will be kept in a specific order. It is the responsibility of each staff member that access the files to maintain folders properly. Any new information is to be filed in the appropriate section and in proper order. Anytime a new folder is to be set up, it must include the following:

- i) **Cumulative Folder Confidential Sticker-**Since EC information is kept separate from cumulative and other student records; a Confidential Sticker will be placed in the cumulative folder for each student with a special EC folder. This sticker alerts any reader that EC records exist.

(1) The EC Director is responsible for ensuring that a Confidential Sticker is placed on the students cumulative file.

- ii) **Dividers-**Dividers for EC folder Organization must be clearly labeled according to the uniform folder guidelines.

- iii) **Record of Entry Form-**This form is required as soon as a student has a file (even if the folder is not yet organized) and is the first form in the file and is to be placed in the front of the file.

- iv) **Cover Sheet-**This form is to be placed in the front of the folder and kept updated on a regular basis. This form is meant to be a quick reference of events, not a summary of all testing. It will be updated at the start of every year and when there are major special education events such as initial placement, change in placements, change in schools, reevaluations, and significant test results.

- v) **Record of Parent Contacts-**This form is useful in recording contacts other than those recorded on DEC forms. Parent conferences and contacts which are otherwise noted (i.e., on DEC/Invitation) do not need to also be recorded on the parent contact form. Multiple contacts for IEP meetings, progress meetings, and miscellaneous parent calls and contacts are often recorded on this form.

- b) **Access-** An access sheet must be posted wherever folders are kept. Anyone accessing an EC folder must sign both the EC File Sign In-Out Log that is kept next to the locked EC file cabinet and the Record of Entry Form in the front of the students individual file. Any staff member’s reviewing the file who do not have a background in EC should consult with an EC staff member to answer questions about folder contents and to ensure the folder order is maintained.

- i) At the start of each year, EC teachers will sign into the files and update the special education history. EC staff will communicate EC students daily needs with staff members that directly work with the student. \*EC Staff members and/or School Leadership with ongoing need to view the file may sign the folder effective for an academic year.

- ii) The following faculty and Staff may review confidential Exceptional Children’s records:

(1) School Leadership Team

(2) EC Director

- (3) EC Teacher
- (4) School Nurse
- (5) Guidance Councilor
- (6) Staff overseeing EC Compliance
- (7) Speech Therapist, Physical Therapist, Occupational Therapist, etc.
- (8) Social Worker

iii) The following additional employees may be informed of confidential student information for the limited purpose noted:

- (1) Regular Education teacher/aide or EC aide when serving as an IEP Team member
- (2) Regular Education teacher/aide or EC aide to implement a student's IEP or behavior plan
- (3) Bus driver/monitor for safety needs or to implement a student's IEP or behavior plan
- (4) Afterschool caregivers for the purpose of implementing a student's IEP or behavior plan.
- (5) Vocational counselor for the purpose of preparing required State or federal reports.
- (6) Behavior Aides for the purpose of providing behavioral services.
- (7) Clerical personnel may have access to confidential files for the purpose of copying the record.

iv) Parents have access to the folder; however, they may be denied access on demand. The school must respond to a parent request to view the folder within a reasonable period of time, but in no case more than 45 days after the request has been made.

- (1) Parents must view the folder in the presence of a EC staff member who can interpret the information for the parent and to ensure the folder order is maintained.

c) **Location-** EC records on students are housed in multiple locations at MID.

i) EC folders of students who are actively receiving special education services are housed within the EC Directors office in a locked file cabinet. The EC files are to include discipline records, cumulative records, EC records including copies of IEP's, and state test scores.

- (1) The EC File Sign In-Out Log must be posted next to the EC file cabinet.

ii) Folders of students who are no longer receiving services or students who have been out of the program for several years are housed at in the general student file room in a separate locked cabinet away from general files.

- (1) The EC File Sign In-Out Log must be posted next to the EC file cabinet.

d) **Sending Records to New Schools-**If a student moves to a new school, the EC folder should be forwarded immediately to the new school so that services are not interrupted.

### 3) Adoption

a) This policy was initially adopted by the Mountain Island Day Community Charter School on May 3rd, 2018

#### Items addressed

- Security and confidentiality measures
- Organization and Maintenance of EC file