



DEARBORN HEIGHTS MONTESSORI CENTER • LIVONIA MONTESSORI SCHOOL • PLYMOUTH-CANTON MONTESSORI SCHOOL

CONFIDENTIALITY POLICY

Our school maintains confidentiality for all students. We abide by the principles of the Family Educational Rights and Privacy Act (FERPA) with regard to the management of student records.

Child records are stored in secured cabinets or password-protected computer files as follows:

In cumulative record files in the office:

- Application for Admission
- Discipline Policy signature page
- Integrated Pest Management signature page
- Incident or accident reports
- Year-end evaluations/report cards and conference reports
- Standardized test results (if applicable)
- Reports or evaluations from agencies or professional resources – IEP, IFSP, etc. – if applicable
- Other miscellaneous information or legal documents that may be pertinent to the child's education.

In each child's classroom:

- Child information page (emergency information)
- Cumulative progress records
- Attendance and tardiness records
- Family survey
- Work samples
- Montessori Records Express computer files
- Field trip driver information
- Correspondence with parents

Access to the above files is restricted to center administrators or the child's teachers on an as-needed basis; to parent-authorized individuals, schools or agencies; to individuals designated by a judicial order or subpoena; or to licensing or accrediting organizations.

Children's health forms are kept in the office. Health information may be made available as required to those listed above, to county and state health officials, or school health consultants. If parents cannot be reached in case of a medical emergency, information from the child's health form and child information page may be released to the emergency contacts listed by parents on the child information page