



Ensuring Confidentiality in Special Education

Category: Special Education

Workshop Overview

Following is a general overview of this workshop, including desired participant outcomes, an explanation of the workshop's alignment with Learning Forward Standards for Professional Learning, and resources that are included in print and electronic form.

Category: Special Education

Duration: Full workshop – 3 hours

Desired Outcomes:

Participants will...

- Identify the basic rules of confidentiality in special education.
- Identify ways to avoid sharing confidential information unintentionally.
- Apply different strategies for practicing and maintaining confidentiality in the classroom.

Learning Forward Standards for Professional Learning:

- **Learning Communities:** Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.
- **Resources:** Requires prioritizing, monitoring, and coordinating resources for educator learning.
- **Learning Designs:** Integrates theories, research, and models of human learning to achieve its intended outcomes.
- **Implementation:** Applies research on change and sustains support for implementation of professional learning for long term change.
- **Outcomes:** Aligns its outcomes with educator performance and student curriculum standards.

Resources in This Binder:

- Handouts:
 - Activity Sheet: Educator's Dilemma
 - Workshop Agenda
 - Attendee Notes
 - 3-2-1 Evaluation Form
 - Certificate of Completion
- "Think About It" Exercise
- Ready, Set, Go Planning Activity





Topic Outline

Understanding the general flow of topics to be covered is an important part of giving a strong presentation. This allows the presenter(s) to lead effective group discussions and speak extemporaneously. Following are the main topics covered in this PowerPoint presentation. As you prepare to give the workshop, you may want to refer to this page often.



Main Topics:

1. The “Need to Know” Rule
2. How to Avoid Sharing Confidential Information
3. Confidentiality in the Classroom

Subtopics:

1. The “Need to Know” Rule

- a. Defining Confidentiality
- b. Basic Rules of Confidentiality

2. How to Avoid Sharing Confidential Information

- a. Student Information
- b. The Practice of Confidentiality

3. Confidentiality in the Classroom

- a. Strategies

Presentation Outline



This outline is designed for you to see the PowerPoint presentation at a glance. Note that slide numbers and the approximate amount of time needed per slide are shown in the right two columns. **The times in bold print show the approximate total time needed for that topic, which includes the approximate times for the activities, shown in parentheses.** You might consider keeping this page within reach during the presentation.

Section of Presentation	Slide #	Timing (mins)
Getting Started		
Introduce self, co-teacher, participants	1-2	
Explain materials issued to participants		
Cover objectives (from Workshop Overview)	2	10
Activity – Think, Pair, Share	3	(15)
Topic 1—The “Need to Know” Rule	4-11	20
Reflection —What will I do if someone asks me about one of the students with special needs that I work with?	7	(5)
Discussion Point —Basic Rules of Confidentiality	10	(5)
Topic 2—How to Avoid Sharing Confidential Information	12-18	50
Activity —Guess the Student Information	13	(15)
Discussion Point —The Practice of Confidentiality	16	(15)
Quick Write —Can you think of a time when you either overheard or were involved in a conversation in which you felt a student’s confidentiality was being violated?	17	(10)
Break		
Topic 3—Confidentiality in the Classroom	19-26	55
Activity —Educator’s Dilemma	23-26	(40)
Questions to Remember	27	5
Closing Remarks	28	10
Total of 2 hours and 30 minutes (not including break)		

Helpful tip!

This workshop can be broken up into shorter sessions so that you can adapt the presentation according to your time constraints.

Slide 23

Determine when it is appropriate to reveal confidential information.

ACTIVITY: Educator's Dilemma

The MASTER Teacher
Developing Support Teams

Activity: Educator's Dilemma
Allow 40 minutes for this activity.

This activity is meant to help participants practice the things they learned about confidentiality. Specifically, the activity will enable participants to determine when it is appropriate to reveal confidential information as well as respond to questions.

Divide the participants into three teams, as there are three scenarios provided for this activity. Pass out the activity sheet, which contains the three different scenarios, to the participants. Assign each team a number, which will correspond to one of the scenarios on the handout.

Ask each team to respond to the scenario assigned to them by deciding whether student information should or should not be disclosed. The team should support their answer with relevant information discussed in the presentation. Tell participants that 15 minutes will be allotted for brainstorming.

Assign a person to take notes during the group discussion and another person to report the output. Another 20 minutes will be allotted for reporting. Have groups share what they discussed as the slide showing their scenario is displayed (slides 24 through 26 contain the scenarios). The scenario slides also contain follow-up questions that you may choose to ask the group members to facilitate constructive discussion.

Debrief: Request feedback in the form of one or two comments or questions from the audience.



“Think About It” Exercise



Have staff complete this exercise to begin implementing what they learned during the workshop. Distribute this document to staff by attaching the file to the Next Day Follow-Up Email, or make copies for the staff.

1. Do you know which faculty members can receive information about the students in your class? What can you do to find this information?

2. Are there any aspects of confidentiality that the presentation did not cover? What are they and how do you propose handling the problem? If you are not sure how to handle the problem, how could you find more information?

3. How does your school keep parents informed of the restraints of confidentiality laws? Could these methods be improved?
