

# Chariho Regional School District

## Scoring Rubric for Confidentiality Component Evaluation Handbook for Educational Support Professionals Effective: April 1, 2016

Rating	Description	Criteria
5	Exceeds Expectation: Performance is Consistently Above Expectations	In addition to indicators in #4, <ol style="list-style-type: none"> <li>Helps others to understand the importance of student and employee confidentiality in the school setting.</li> <li>Helps others to use release of information forms.</li> <li>Helps others to understand the 'legitimate need to know' concept.</li> <li>Helps others to understand how certain federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), protect the privacy of students.</li> </ol>
4	Somewhat Above Expectation: Performance is Sometimes Above Expectations	<ol style="list-style-type: none"> <li>Shows initiative and is proactive in treating all matters and all documents related to students in a confidential manner.</li> <li>Shows initiative and is proactive in treating all matters and all documents related to employees in a confidential manner.</li> <li>Makes proper use of a release of information form.</li> <li>Applies the 'legitimate need to know' concept.</li> <li>Describes how certain federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), protect the privacy of students.</li> </ol>
3	Meets Expectation: Performance Meets Expectations	<ol style="list-style-type: none"> <li>Treats all matters and all documents related to students in a confidential manner.</li> <li>Treats all matters and documents related to employees in a confidential manner.</li> <li>Understands the purpose of a release of information form.</li> <li>Understands the 'legitimate need to know' concept.</li> <li>Understands that certain federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), protect the privacy of students.</li> </ol>
2	Somewhat Below Expectation: Performance is Sometimes Below Expectations	<ol style="list-style-type: none"> <li>Usually treats all matters and all documents related to students in a confidential manner.</li> <li>Usually treats all matters and all documents related to employees in a confidential manner.</li> <li>Demonstrates a limited understanding of the purpose of a release of information form.</li> <li>Demonstrates a limited understanding of the 'legitimate need to know' concept.</li> <li>Demonstrates a limited understanding that certain federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), protect the privacy of students.</li> </ol>
1	Below Expectation: Performance is Consistently Below Expectations	<ol style="list-style-type: none"> <li>Does not treat matters and documents related to students in a confidential manner.</li> <li>Does not treat matters and documents related to employees in a confidential manner.</li> <li>Demonstrates a lack of understanding of the purpose of a release of information form.</li> <li>Demonstrates a lack of understanding of the 'legitimate need to know' concept.</li> <li>Demonstrates a lack of understanding that certain federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), protect the privacy of students.</li> </ol>

Note #1: All items are required for the designated rating, unless items are not applicable.

Note #2: Each formal written evaluation covers the period of time beginning at the issuance of the previous evaluation.