



Addendum to Handbook

Confidentiality Agreement

Privacy of Student Files

All student files are confidential records and are kept secure from unauthorized access. Parents or guardians may have access to the child's file by written request to the office at least 24 hours in advance. The file must be reviewed in the presence of a Charles Towne Montessori staff member, and if they disagree with any item in the file, a note may be inserted into the permanent file with comments.

Officials of the State or County Health Department (DSS, DHEC) and the State Department of Education may have the right to review student files without the parents' or guardians' permission. However, with a written court order, other government officials may inspect the contents of a student's file without the permission of the student or parent/guardian, and the school will inform the student and family in writing that such an inspection has been requested or made.

A copy of the student's file may be sent to an outside professional, such as a psychologist or educational diagnostician, if requested in writing by the parent(s), guardians(s), or student if he/she has attained the age of majority, with notation of pertinent papers to be sent.

Staff members will only discuss confidential information with other staff members and employees who have a work-related need to know.

Policy Agreement

All families/guardians agree to the above addendum and all policies as stated in the Charles Towne Montessori Parent Handbook. Please note that the Department of Social Services (DSS) requires a signed policy agreement for admission into any licensed child-care facility (CTM is both a full-licensed child-care facility and an internationally accredited school).

_____ Date _____
Parent Name (Print)

Parent(s) Signature

Parent(s) Signature