

Swann Special Care Center  
Elementary School

**Privacy/Dignity Policy**

It is the policy of Swann Special Care Center Elementary School to respect and protect the privacy and dignity rights of each student in the educational program to the maximum extent possible. Our students are not able to advocate for themselves in matters of privacy and dignity, due to their severe/profound multiple disabilities and medical needs. Therefore, it is our duty to be advocates for them in these matters and to follow all procedures established to protect these rights.

These rights include, but are not limited to:

Personal hygiene activities

1. When participating in personal hygiene activities such as tooth brushing, face washing, hairbrushing, etc., the student will be separated from the classroom and classmates in order to ensure privacy. When possible, the student will be taken to a restroom. If this is not possible, a screen will be used.
2. Personal hygiene articles will not be shared between students. Each student has and will use his or her own toothbrush, toothpaste, hairbrush and washing supplies.
3. During toilet training, students will be brought individually to the restroom. The door will be closed at all times while the student is in the restroom for privacy. At least one staff member will remain with the student to assist and supervise.
4. Diaper changes will be done in a separate room when possible. If this is not possible, the student may be changed on a mat table or floor mat utilizing privacy screens or curtains. The mat and/or mat linens will be changed or cleaned as necessary between students.

Confidentiality

1. The confidentiality of student information must be maintained at all times.
2. All permanent student files will remain in locked file cabinets.
3. Conversations regarding student information will be held in private and will not be discussed with others who do not need access to the information.
4. Individuals who complete the volunteer orientation training as well as all practicum students will be required to sign a confidentiality agreement form.

All new staff will receive inservice training regarding the student privacy/dignity policy as part of their initial orientation. All educational staff will receive inservice training when there are any revision of policy. The student privacy/dignity policy will be reviewed with educational staff annually, or more often as needed.

The parents or guardians of the students are informed annually of this this policy regarding student privacy and dignity rights.

Reviewed 8-11-25