



## Campus Assessment, Response, and Evaluation Team

### Annual Confidentiality and Training Agreement

I, \_\_\_\_\_ understand that Dalton State College has established the Campus Assessment, Response, and Evaluation (CARE) Team to assist in addressing situations where students, faculty, or staff are exhibiting behaviors that are disruptive, threatening, or concerning in nature that potentially impede their own or others' ability to function successfully or safely. These policies and procedures are designed to help identify persons whose behaviors potentially endanger their own or others' health and safety or is disruptive to the educational or administrative processes of the College.

I understand the mission, goals, policies, and procedures of the CARE Team, and agree to participate in meetings and training to the best of my ability.

I understand that all records associated with the CARE Team are subject to FERPA:

*Information from the education records of a student may be disclosed to College officials with a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted such as an attorney, auditor, or collection agent; a person or a student serving on an official committee such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.*

I understand that some of the records can be extremely complex, and therefore, they may not have been resolved, adjudicated or otherwise completed at the time I view them. As such, much care should be taken not to form any bias or judgements related to the incident. Further, please refrain from using the material currently present in decision making, without first checking with the Dean of Students' Office.

I understand that CARE Team records cannot be viewed, shared, or discussed with any non-CARE Team member, due to their delicate nature.

I understand that any requests by a non-CARE Team member to view or print a CARE Team record must be made to, and approved by the Dean of Students, as some information may need to be redacted for non-CARE Team consumption to comply with FERPA.

CARE Team Member Name: \_\_\_\_\_

CARE Team Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_