

Subject: Student Information Confidentiality Policy

Effective Date: June 08, 2007

Approved By: Board of Directors

Policy: It is the policy that all employees will, to the best of their ability, ensure confidentiality and privacy with regard to history, records, and discussions about the students they serve. This means that employees shall not disclose any information about a person or student, including the fact that the person is or is not served by the organization, to anyone outside of this organization unless authorized by the Board President, Superintendent, Executive Director or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions, and activities.

Procedure:

1. No information requested by anyone outside the School will be given over the telephone.
2. Release-of-information forms will be explained and completed in the presence of the person about whom any information may be released, before it is released.
3. No information about individuals or records will be released to state, federal, or other agencies that enable the identification of any person by name, address, Social Security, or other coding procedures.
4. If records are inspected by an outside agency, the individual(s) who inspect the records must be specifically authorized to do so by the Executive Director. The taking of notes, copying of records, or removal of records is specifically prohibited in such cases.
5. Employees may not discuss any individual's record with unauthorized individuals, whether on or off duty.
6. No one is permitted to remove or make copies of any school records, reports or documents without prior written approval from the Executive Director
7. Employees are encouraged to refer all questions from outside parties to the Executive Director.
8. Because of its seriousness, disclosure of confidential information could lead to dismissal.

Original Policy 02/27/01
Revised Policy 06/08/07