

SAMPLE SCHOOL DISTRICT POLICY REGARDING CONFIDENTIAL INFORMATION

Written, verbal and electronic information concerning a student is to be held in strict confidence by all employees. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information on the student's records but also regarding confidential matters learned in the exercise of professional duties. Under no circumstances should this information be discussed with anyone unless authorization is obtained. Moreover, the records must be duly safeguarded against inspection by those who have no right to see them.

Do not discuss such information with other employees unless it is necessary for the educational benefit and/or safety of the student. When such exchange of information is necessary, conversations should be held in privacy.

Any requests for information from the media should be referred to administration or other authorized district spokesperson.

Divulging any information without authority may be grounds for disciplinary action up to and including termination.

ADOPTED: _____

SCHOOL DISTRICT: _____

Statement Acknowledging Compliance with the Confidentiality Policy

I have read the attached school district policy regarding confidentiality. I acknowledge the need for and will maintain complete confidentiality regarding the students.

Confidentiality regards not sharing written, verbal, or electronic information about the student with others without a need to know, including anyone outside the school district. This also includes maintaining confidentiality in providing the student's name and/or any details that might identify the student and relate him/her to a particular situation.

Signature

Date