

CONFIDENTIALITY

Any person working for or providing services to the District has a responsibility to protect the privacy of students and their parents. This responsibility applies to time spent at school as well as away from school. Questions from the general public concerning students or staff should be referred to the principal.

District employees and service providers must follow confidentiality requirements under the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Information considered harmful, an invasion of privacy, or that is personally identifiable information shall not be released without appropriate consent or authorization under law and then only by an administrator. Before disseminating directory information, employees and service providers shall consult with the principal to ensure the information is directory information and that it does not contain information about students who have opted out of directory information dissemination.

Employees of the Apple Creek School shall receive training on the parameters under law for discussing confidential information.

Violations

Employees that violate this policy may be subject to disciplinary action up to and including termination of employment in accordance with district policy.

Complementary Documents

- DI, Personnel Records
- FGA, Student Education Records
- FGA-BR, Student Education Records Access and Amendment Procedure
- FGA-E, Notice of Directory Information

End of Apple Creek School District Policy DEBA

POLICY ADOPTED: 14MAR16