

## **RELATIVE POLICY:**

### 1. *EMPLOYEE STANDARDS OF CONDUCT*

- a. **Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.**
- b. **Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.**

### 2. *FL(LEGAL)*

- a. **The District shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records.** One official in the District shall assume responsibility for ensuring confidentiality of personally identifiable information. **All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records.**
- b. The District shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information. 34 CFR 300.572

### 3. *FL(LOCAL)*

- a. **The confidential nature of the student's records shall be maintained at all times,** and the records shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the record custodian.
- b. **The official responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education shall be the director of special services.**

### 4. *CPC(LEGAL)*

In implementing the Local Government Records Act, the records management officer shall:

- a. **Disseminate to the Board and custodians of records information concerning state laws, administrative rules, and government policies relating to the District's records.**
- b. **In cooperation with the custodians of records, establish procedures to ensure that the handling of records is carried out with due regard for the duties and responsibilities of custodians that may be imposed by law and the confidentiality of information in records to which access is restricted by law.**

Loc. Gov't. Code 203.023

### 5. *FL(LOCAL)*

- a. **Each record custodian, at the location listed in the student handbook, shall be responsible for the education records of the District.** These records may include:
  1. Admissions data, personal and family data, including certification of date of birth.
  2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
  3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
  4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
  5. Health services record, including:
    1. The results of any tuberculin tests required by the District.

2. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
  3. Immunization records. [See FFAB]
  4. Attendance records.
  5. Student questionnaires.
  6. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
  7. Verified reports of serious or recurrent behavior patterns.
  8. Copies of correspondence with parents and others concerned with the student.
  9. Records transferred from other districts in which the student was enrolled.
  10. Records pertaining to participation in extracurricular activities.
  11. Information relating to student participation in special programs.
  12. Records of fees assessed and paid.
  13. Other records that may contribute to an understanding of the student.
- a. The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. **The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the record custodian.** The original copy of the record or any document contained in the cumulative record shall not be removed from the school.