

POLICY	2008	7352
	Students	

Subject: Confidentiality

Student education records are collected and maintained to help in the instruction, guidance and educational progress of the student; to provide information to parents and staff; and to provide a basis for the evaluation and improvement of school programs. Student records maintained by the district may include, but are not necessarily limited to:

- Identifying data
- Report cards and transcripts of academic work completed
- Standardized achievement test scores; attendance data
- Reports of psychological testing
- Health data
- Teacher or counselor observations
- Verified reports of serious or recurrent behavior patterns

It is the responsibility of school personnel to maintain the confidentiality of student records. Teachers should take all necessary steps to avoid the disclosure of personally identifiable information contained in education records to any unauthorized party, by any means, including oral, written, or electronic. Care should be taken to share information about students and their school progress with authorized persons in secure situations only. Student progress should not be discussed in public places such as teachers' rooms, hallways, or locations outside of school.

Approved: Board of Education
January 10, 2007

Approved: Board of Education
March 26, 2008