

POLICIES PERTAINING TO OUR EMPLOYEES

CONFIDENTIALITY OF RECORDS

During the course of employment, the employee will be working with information that the School considers confidential or proprietary. Maintaining confidentiality of this information is important to the School's position within the community. It is the policy of the School that student records/files may contain confidential information and for this reason these records should never be in any form of unlocked or unmonitored situation. Failure to do so may result in disciplinary action or termination of employment or both. Unauthorized copying of student records or files will be considered a breach of confidentiality and will result in disciplinary action or termination or both.

Date Adopted: _____