



CONFIDENTIALITY

State and Federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. As such, the school is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from school property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the school are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the school's employ.

It is further the policy of the Board of Education that when the school receives in trust from a public agency information identified as confidential (whether such information is confidential by Ohio Law, Common Law Privilege, Case Law, or Federal Law), the school will maintain the confidentiality of said information to the maximum extent permitted by the law.

The following portion of this policy applies only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the school may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the school will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.