

Confidential Information Policy

All employees of LCS understand that they will likely have access to confidential student material and information, and confidential information related to the business and operations of the school, in connection with authorized duties. Such confidential information includes all records, files, documents, and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades); all student education records that employees may generate or to which employees may have been given access as an employee; any conversations that may be overheard regarding any student attending any school in the Thompson School District including the School; confidential information concerning the student's family; as well as any business matters of or concerning the school.

Employees must agree to maintain the confidentiality of all of the foregoing confidential information. Furthermore, staff must agree not to disclose any confidential information regarding any student to any person other than the student, his or her parents, school administrator(s) and/or the student's teacher(s) with whom employees are working. School staff must have a "legitimate educational interest" in any information concerning a particular student. Any failure to maintain the confidentiality of any student confidential information may create personal liability for the employee, and the employee agrees that any failure to maintain the confidentiality of any of the foregoing confidential information may, at the school's or district's discretion, disqualify employee from further services at the school, or in the district.

LCS Policy Adopted August 9, 2012