

12.3 CONFIDENTIAL INFORMATION POLICY

The school requires all employees to treat as confidential any records or information pertaining to, but not limited to, the performance, behavior, background, preferences, and identification of students, parents, and other employees of the school. Employees may not use such information either directly or indirectly other than for school purposes. Violation of this policy may result in disciplinary action up to and including termination.

Approved: 08/15/2015