

Administrative Procedure 421

DECLARATION OF CONFIDENTIALITY

Background

All staff members are required to maintain confidentiality with respect to information pertaining to students, parents, other staff members and their families, and the business of the Board.

Procedures

1. All staff members shall be required to complete a Declaration of Confidentiality as a condition of employment. A copy of the declaration is included in the Forms Manual.
2. The original declaration document shall be signed by the staff member, witnessed by a school official, and submitted to the Deputy Superintendent for inclusion in the staff member's personal file.
3. Staff members shall be made aware that disclosure of privileged information is grounds for dismissal.