

CLASSIFICATION: All Personnel

ADOPTED: 5/10/95

REVISED:

SUBJECT: Confidential/Privileged Information

PAGE: 1 of 1

The County Board of Education, the County Superintendent of Schools, administration, and staff shall maintain confidentiality of all confidential records or public records exempt from disclosure until such time as laws, state regulations, and/or policies permit disclosure. Information and records pertaining to closed sessions, negotiations and student records are not subject to public disclosure under Government Code sections 6252 - 6260.

Any employee who willfully releases confidential/privileged information about students, staff, or any topic properly confined to a closed session shall be subject to disciplinary action up to and including dismissal from service. Confidential information includes any information relating to employer-employee strategies on matters in negotiation or matters to be placed in negotiation.

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the County Superintendent of Schools or his/her designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

Legal Reference: Education Code
35146, 44031, 44932, 44933, 45113, 49060 - 49078
Government Code
1098, 3540 et seq., 6252 et seq., 54957