

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

OPERATIONS  
8350 / Page 1 of 1

## CONFIDENTIALITY

State and Federal law requires that student education records be maintained as confidential. See Policy #8330 – Student Records. State law further exempts certain information and records from public disclosure. See Policy #8310 – Public Records. As such, the Board of Education 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 Board 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 to the District intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individual who have access to confidential information and records 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 Board’s employ. The Board directs the District Administrator to prepare guidelines concerning Board employees’ duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure. The District will comply with the requirements of the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (see Policy #5111 – Eligibility of Resident / Nonresident Students, Policy #8310 – Public Records, Policy #8329 – Personnel Records, and Policy #8330 – Student Records.)

The following portions of this policy apply 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 Board may seek to obtain court protection by:

- A. Denying request 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 Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

19.36(1) Wis. Stats.

Confidentiality Form – Signed by all staff and kept in Personnel File

NELOA 2017

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