

ALL PERSONNEL

Unauthorized Release of Confidential/Privileged Information

It is the responsibility of the Superintendent, administration and staff to maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of the Office of Education permit disclosure.

Any employee who willfully releases confidential or privileged information about pupils or staff members, or on any topic properly confined to a closed session of the Board of Education-shall be subject to disciplinary action, up to and including dismissal from the service of the Office of Education.

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

Legal Reference:

EDUCATION CODE

- 1040 Duties of County Boards of Education
- 35146 Closed sessions
- 35160 Authority of governing boards
- 44031 Personnel file contents and inspection
- 44932 Grounds for dismissal of permanent employees
- 44933 Other grounds for dismissal
- 45113 Rules and regulations for classified service
- 49060-49079 Pupil records

GOVERNMENT CODE

- 1098 Public officials and employees: confidential information
- 6250-6270 Inspection of public records
- 54950-54963 Brown Act

UNITED STATES CODE, TITLE 20

- 1232g Family Education Rights and Privacy Act

Policy

HUMBOLDT COUNTY OFFICE OF EDUCATION

Adopted: October 21, 1987

Eureka, California

Revised: October 2, 1991, January 14, 2009