

DISSEMINATION AND COMMUNICATION OF STAFF AND  
STUDENT INFORMATION

I. Statement of Policy

The Waterville Central School District (the District) Board of Education (the Board) establishes the following policy and procedures relative to the confidentiality of staff and student information.

II. Third-Part Disclosure

Disclosure of confidential information to a third party is prohibited as stated under mandated State and Federal Laws and Regulations (FERPA-HIV, etc).

III. Release of Confidential Information

The release of confidential information is a serious disciplinary issue. Each employee, volunteer, student or other non-employed individual who has access to student or employee information must clearly understand their responsibility to preserve and maintain the confidentiality of information. In the event of an unauthorized disclosure of confidential information, the individual responsible will be subject do disciplinary action, up to and including termination of employment; or in the case of a non-employed person or volunteer, restriction from further access to District facilities and/or programs.