

Confidentiality of Young Scholars Charter School Property and School Records

As a member of the YSCS team, you are committed to the success of our School and students. Our success depends upon the methods developed by the YSCS team and the commitment to executing those policies and practices. While we fully embrace the value of partnering with likeminded organizations, we consider these methods to be the exclusive property of YSCS and prohibit the sharing of School materials, handbooks, templates, documents, etc. as they relate to work at YSCS with outside individuals and organizations without first obtaining the approval of the Co-Principals and Young Scholars Charter School Executive Team. As a matter of course, if a situation arises involving any aspect of this policy, consult with your supervisor right away.

Confidentiality is especially important with respect to student education records, which are protected from disclosure by federal privacy laws. In accordance with the Family Educational Rights and Privacy Act (FERPA) YSCS employees are expected to keep student records – including, but not limited to, student registration forms, graded papers, and social security numbers – confidential at all times. In short, YSCS must have written permission from the parent or eligible student in order to release **any** information from a student's education record, except to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

When in doubt, employees should consult with the Co-Principals before disclosing any student information.