

1. COMPROMISING OF CONFIDENTIAL INFORMATION

It is hereby the policy of the Board of Trustees that no employee of the district shall compromise confidential information. The policy affects all employees of the district who come in contact with confidential information, regardless of whether they have or have not the status of confidential employees.

2. CONFIDENTIAL INFORMATION - EMPLOYER-EMPLOYEE RELATIONS

No employee, who in the course of his/her duties, has access to, or possesses information relating to his/her employer's employer-employee relations shall disclose, divulge or otherwise compromise, except as authorized by the Board of Trustees, or designees, the district's strategy on matters in negotiation, work product and planning for grievance hearings and litigation relating to employer-employee relations, office memoranda relating to same and clearly marked as "Confidential," or other matters relating to employer-employee relations the premature disclosure of which would jeopardize the district's negotiating position or planning for grievance hearings and litigation. Confidential information shall not include matter disclosed to the general public by the Board of Trustees, or designees, or matters of non-exempt public records, as defined by Government Code Section 6250, et. seq.

3. CONFIDENTIAL INFORMATION - PUPIL RECORDS

The confidentiality of pupil records, directory information, (including names and addresses of students) and information concerning identifiable pupils from such records shall be strictly maintained. No employee of the district shall release, divulge, or otherwise disclose said information without prior approval of the board or its designee. No employee of the district shall obtain or use said information unless there is a legitimate educational interest that is related to the employee's assigned job duties. Legitimate educational interest means that which is related to the pupil's performance in school or class, discipline matters, school activities, field trips, or other matters pertaining to the pupil's educational interests and/or development, or as expressly authorized by State law or board policy. Said information shall not be utilized to disseminate information concerning political activities, labor negotiations, or private business of the employee.

4. PARTICIPATION IN EMPLOYEE ORGANIZATION

Nothing in this policy shall be construed so as to abrogate the right of employees to join and participate in employee organizations of their own choice as provided by Government Code Section 3540 et. seq.

5. WAIVER OF POLICY

The Board of Trustees, in its sole discretion, may waive the application of the policy as to any particular employee or use when in its judgment such a waiver is in the best interest of the district and not a conflict with law. Any such waiver, if granted, may be revoked on a non-retroactive basis at any time by the Board of Trustees.

6. DISCIPLINARY ACTION

Violation of this policy may result in letters of reprimand, suspension without pay, demotion, dismissal, or such disciplinary action as may be deemed appropriate.

Legal References:

Calif. Government Code 6250 et. seq.
Calif. Government Code 3540 et. seq.
Education Code Section 49060 et. seq.

Board of Trustees
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