

## COMMUNITY RELATIONS

### Staff Communications Responsibility

Staff share the responsibility for communicating and interpreting district policies, programs, goals, and objectives to members of the community. Staff shall perform their services and functions to the best of their ability and deal with members of the community, parents, students and other staff in a sincere, courteous and considerate manner. Staff shall strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of any organization.

Confidential information about students or other staff shall be released only as permitted by statute and district policies and procedures. Confidential information about students, whether in written or oral form, is not to be shared by staff with anyone unless that individual, agency or organization has a legitimate and lawful need to know such. Information contained in student records shall be released in conformance with district procedures No. 3600P, Student Records, state and federal law, specifically the Family Education Rights & Privacy Act (FERPA or Buckley Amendment). Any unauthorized release of student information by a staff member shall be deemed to be a violation of district policy No. 5121 (Unprofessional Conduct).

Adoption Date: November 18, 1992  
Revised: November 12, 1997  
Revised: December 9, 1998