



NORTHSIDE
CHARTER HIGH SCHOOL

424 Leonard Street
Brooklyn, NY 11222
(347) 390 - 1273
familyfeedback@northsidechs.org

Confidentiality Policy: Student Information Communication

Policy Statement:

This policy is established to maintain the confidentiality and privacy of student information within Northside Charter High School. It outlines the guidelines for communication about students and restricts the dissemination of student information to only those adults listed in the school's official School Information System (Jupiter).

Scope:

This policy applies to all staff, faculty, contractors, and volunteers associated with Northside Charter High School.

Policy Guidelines:

Authorized Personnel:

1.1 Communication about students, including academic performance, behavior, and other personal information, should be limited to individuals officially listed in the School Information System (Jupiter) as authorized to access such information. Personalized information about a particular student shall only be shared with that student's parent/guardians and otherwise kept confidential, in accordance with school policy and applicable law.

1.2 Authorized personnel include teachers, administrative staff, counselors, and any other individuals explicitly designated in Jupiter with access to student information.

1.3 All authorized personnel must use their unique login credentials to access and discuss student information, maintaining the security and integrity of the data.

Non-Disclosure to Unauthorized Adults:



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2.1 Under no circumstances should student information be communicated to adults who are not explicitly listed in Jupiter as authorized individuals.

2.2 Unauthorized adults include caregivers, guardians, family members, friends, and any other individuals who do not have official authorization to access student information.

Communication Channels:

3.1 All communications about students should be conducted through official school channels, such as the school's email system, secure online platforms, or in-person meetings.

3.2 Personal email accounts, text messages, or other unofficial communication methods should not be used for discussing student information.

Training and Awareness:

4.1 All staff, faculty, contractors, and volunteers will receive training on this confidentiality policy during onboarding and periodically throughout the academic year.

4.2 Awareness campaigns will be conducted to reinforce the importance of maintaining student confidentiality and the consequences of unauthorized disclosure.

Disciplinary Actions:

5.1 Violation of this policy may result in disciplinary actions, including verbal or written warnings, suspension of access to student information systems, or, in severe cases, termination of employment.

5.2 Legal actions may be pursued if the violation involves a breach of applicable privacy laws or regulations.

Review and Updates:



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This policy will be periodically reviewed to ensure its effectiveness and relevance. Any updates or changes will be communicated to all staff, faculty, contractors, and volunteers promptly.

Approval:

This policy is approved by the Northside Charter High School administration and is effective as of [Effective Date]. Any amendments to this policy must receive approval from the appropriate school authorities.