

**CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY
OF RECORDS AND FILES**

Security and confidentiality of student records are matters of concern to all volunteers and to all other persons who have access to South Eugene High School's records. The main office is a repository of academic records, folders, and other files for South Eugene High School. The Career Center is utilized to distribute test scores, field questions from students about their transcripts, financial aid and college information. When other approved academic and administrative departments share these records, volunteers are placed in an especially unique position of responsibility and trust. The purpose of this Code is to clarify your own responsibilities. Since conduct either on or off the job could affect or threaten the security and confidentiality of student record information, each volunteer, student, or student worker is expected to adhere to the following-

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed by the Counseling Office.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. Only authorized personnel should be working on confidential materials.
5. No official record or report, or copy thereof, from the office where it is maintained, may be removed except in the performance of a person's duties.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this Code.
7. Any knowledge of a violation of this Code must immediately be reported to the person's supervisor.

Participants are required to adhere to the Code of Responsibility for security and confidentiality. Specifically all peer advisors, para-professional counselors, and volunteers are expected to adhere judiciously to the regulations and requirements suggested in this document.

Official documents (student folders, transcripts, microfiche printouts, etc.) are to be used only as required in the performance of delegated supervised activities. Questions and concerns should be referred to the immediate supervisor.

Violation of the Code may lead to reprimand or dismissal from the program consistent with the general personnel policies. Violation can also lead to action under the State of Oregon statutes pertaining to theft, alterations of public records, or other applicable sections.

I have received a copy of, have read, do understand, and will comply with the South Eugene High School Code of Responsibility for Security and Confidentiality for Records and Files.

Signature

Date