



Internal Communications - AR 4.5

In order to ensure the Superintendent is able to comply with Board Policy 4.5 (“Communications with the Board”), the following regulations must be followed by all staff members at all times.

1. Any CSD staff member presenting information to the Board must ensure it is both accurate and complete, in the sense of including any information a responsible decision maker would reasonably desire.
2. Any CSD staff member aware of any actual, potential, or alleged noncompliance with any Board Policy must immediately inform the Superintendent.
3. Any CSD staff member aware of any event, circumstance, proceeding, or decision with the potential to be covered in the press or to generate controversy or concern among the stakeholders of CSD (including students, parents, staff, and the community as a whole) must immediately inform the Superintendent.

Examples of such events, circumstances, proceedings, or decisions include, but are not limited to:

- A legislator or other politician who represents Decatur reserving space at or visiting a CSD site
- A contracted employee, such as a teacher, breaking his/her contract or going on an extended leave
- A death or serious injury of any person in the community directly or indirectly connected with the District or the City
- Calling 911 or seeking police, fire, or medical response of any kind

However, some information cannot be disclosed in certain situations. Those responsible for complying with this regulation must remember the following:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA only allows schools to disclose student educational records, without consent, to certain parties or under certain conditions (34 CFR § 99.31), including, but not limited to: school officials with legitimate educational interest; specified officials for audit or evaluation purposes; and, appropriate officials in cases of health and safety emergencies.
- The Georgia Code of Ethics for Educators (505- 6 -.01) defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. Standard 7 specifically addresses “Confidential Information” when it states: “An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:



City Schools of Decatur Administrative Regulation

- (1) sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law; (2) sharing of confidential information restricted by state or federal law; (3) violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and (4) violation of other confidentiality agreements required by state or local policy.”
- Parents of and students with IEPs have the right to Confidentiality of Information. The information about the child being a child with a disability eligible under the IDEA, the child's special education and related services, and other personally identifiable information is confidential and is not released to others within the system unless they have a legitimate need to know nor is it released to other agencies or groups except under limited circumstances (see information regarding FERPA, above).

Failure to comply with this regulation will result in employee disciplinary actions.

Questions about this regulation should be directed to the Superintendent.

Related Board Policy: 4.5

Approved by Cabinet: 6/3/2019