



# BOARD POLICY

No. 515

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PRIVACY OF STUDENTS

The Board of Trustees recognizes that an integral part of its responsibility regarding Mendocino College students is the safeguarding of information about those students.

The Board of Trustees directs the Superintendent/President to ensure that staff members are aware that with respect to students, they occupy a position of trust and must respect the need for confidentiality that inheres in that relationship. The activities, remarks, academic success or problems of students at Mendocino College are not appropriate subjects for casual conversation and are protected under the Family Educational Rights and Privacy Act (FERPA). Staff members may discuss or share information about students when it is within the scope of their duties.

Also included in this privacy policy are the children enrolled in the College's Child Development Center. Mendocino College students, staff, and volunteers at the Center must adhere to FERPA guidelines concerning the privacy of the children and their families.

Also see Administrative Procedure 506.1 Privacy of Student Records.

Reference: Family Educational Rights and Privacy Act (FERPA)

*Adopted: December 19, 1978*

*Revised: May 1, 2002*

*November 5, 2008*