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### 1.0 Purpose

The school may from time to time receive notice that a student has been detained or adjudicated for certain criminal offenses pursuant to Subsections 78A-6-112(3)(b) and 78A-6-117(1)(b) of the Utah Code Ann. To protect the confidentiality of the information, this policy establishes which staff members have authority to receive confidential information about students, depending upon the offense and the circumstances.

### 2.0 Definition

### 3.0 Policy Content

1. Upon receipt of the information from the governing board, law enforcement, or juvenile court, the Director shall:
  - a. make a notation in a secure file other than the student's permanent file; and

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- b. if the student is still enrolled in the school, notify staff members who, in his/her opinion, have both a right and a current need to know.
2. Access to secure files shall be limited to persons authorized to receive information under this part.
3. School officials may include appropriate information in the education record of any student concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
4. School officials may disclose student discipline information described above to teachers and other School officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.
5. School officials shall not release personally identifiable student discipline records to other government agencies, including law enforcement agencies, unless the agency produces a subpoena or court order (need for standing court order from juvenile court), or unless the student's parent or guardian has authorized disclosure.

#### 4.0 Relevant Procedures, Guidelines & Restrictions

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**5.0** Policy Owner

**6.0** Exhibits / Appendices / Forms

**7.0** Supporting Information

**8.0** Document History

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