

St. Mark's School
3502 Clairemont Drive San Diego, CA 93117
858-273-1489 stmarksschool@sbcglobal.net

PRIVACY STATEMENT

All records you have provided regarding your student will be held strictly confidential.

Parent contact information (phone numbers, addresses, e-mail addresses) will be used by the school as needed for contacting parents as directly related to the care of their child. Contact information for the "Family Roster", including child and parent names, address and phone number will be included only with your express permission on the Registration Form. All families will be participants in the emergency notification system.

Health and Family Social/Emotional or Developmental Information regarding your child will be used to help your child's teachers know and understand your child at the time he or she enters a new classroom. Assessment results and information shared by the parents during parent conferences will be kept confidential and used only to plan strategies for effectively teaching your child.

If parents choose to make their child's records accessible to any other party (i.e. for independent assessment) St. Mark's School must have prior written, signed, dated permission from the parent to do so. Access by any consultant, therapist, or assessor will only be given with express permission provided in the same manner.

Regulations require that client names and contact information be made available upon request to officers of the law and Child Protective Services. Every staff person is required by law to report suspected child abuse.

Forms with personal information will be kept locked when not in use. As required by law they will be kept for three years from last date of enrollment and destroyed by shredding on site.

Photographs taken of our students will be used on campus only, for parent programs, and shared in our newsletter which is emailed to families currently registered with St. Mark's School.

I have read and understand the Privacy Statement for St. Mark's School

Parent Signature: _____ Date: _____