

## SUMMARY OF RECOMMENDED CHANGES

DATE: MARCH 2006

POLICY #: 4002.4

POLICY TITLE: Employment – Students in Non-Instructional Positions

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Page (Item)	Recommended Change/Addition/Deletion	Rationale
	<b>Delete:</b> <b>Add:</b> <u>NON-INSTRUCTIONAL</u>	<b>Clarification of positions.</b>
<b>Rule 1</b>	<b>Delete:</b> <del>in Personnel Department</del> <b>Add:</b> <u>with the district</u>	<b>These items are collected by the Employment Center and housed in personnel files.</b>
<b>Rules 1 b</b>	<b>Delete:</b> <b>Add:</b> <u>/security clearance</u>	<b>Clarification of process.</b>
<b>Rule 1 c</b>	<b>Delete:</b> <del>the Personnel Department</del> <b>Add:</b> <u>Human Resources.</u>	<b>Department change.</b>
<b>Rule 4 *</b>	<b>*Add:</b> <u>4.Student employed by the district are not to have access to private information related to students, parents or personnel. This information includes, but is not limited to, social security numbers, home and email addresses, telephone numbers, medical information including doctors' names, emergency cards/contact names, immigration status, IEP and 504 Plans, etc.</u>	<b>Policy Review Committee Change responding to a confidentiality concern.</b>