

**Berkeley USD
Board Policy**

BP XXXX

Protection from Government Registry

Definitions

“List, registry, or database” includes public, private, or joint public-private collections of information.

“Personal information” means any information that can, either on its own or in combination with other information, be used to identify, contact, track, otherwise locate, or reasonably infer the identify of a specific individual.

“Religion” means an individual’s religious affiliation, kinship, belief, or practice.

Protection of Students and Employees

The District shall not record a student’s religion in the student’s cumulative file for any reason.

The District shall not record an employee’s religion in the employee’s personnel file for any reason.

If the religion of a student or employee is relevant to a document that would otherwise be included in a student’s cumulative file or an employee’s personnel file, the notation of religion shall be redacted before document is included in the file.

No District employee shall use District funds, facilities, property, equipment, or personnel to implement, provide investigation for, enforce, or assist in the creation, implementation, or enforcement of, or provide support in any manner for, any government program creating or compiling a list, registry, or database of individuals on the basis of religion, national origin, or ethnicity.

No District employee shall provide or disclose to government authorities personal information regarding any individual that is requested for the purpose of creating or compiling a list, registry, or database of individuals based on religion, national origin, or ethnicity. Any request for such information shall be forwarded immediately to the Superintendent for review and consultation with legal counsel and the Governing Board.

The Superintendent or designee shall ensure that copies of this Policy are translated into Spanish and Arabic, posted on the District’s website, and distributed to all District and school sites, as well as to District families to fully

FOR APPROVAL AT APRIL 26, 2017 MEETING

inform them of their rights in the District.

The Superintendent shall forward a copy of this policy to the office of the U.S. Representative for California's 13th congressional district, as well as the office of each of California's representatives in the United States Senate.

Policy BERKELEY UNIFIED SCHOOL DISTRICT
adopted: April 26, 2017 Berkeley, California