



Confidentiality Notice

CIS-SA and its employees realize that in the course of serving our clients (students, families & schools), that we will be working with sensitive and very personal information, future plans, and financial information, we consider these confidential. Maintaining this confidentiality is important to our agency's reputation and position in the community and ultimately, our ability to achieve success and provide services.

We will protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know.

Please be aware that CIS-SA is duty bound to report if an outcry is made on the following:

- **Weapons on a school campus**
- **Drugs (including alcohol and tobacco) on a school campus**
- **Any individual under the influence of drugs while on a school campus**
- **Any confirmed pregnancy of a minor student**
- **A threat of harm to self or others**
- **A planned or attempted suicide**
- **Abuse of a minor (including physical, sexual, or emotional abuse and neglect)**
- **Abuse of the elderly or disabled (including neglect, willful infliction of physical or emotional injury, exploitation, intimidation or sexual abuse)**

It is the policy of Communities In Schools of San Antonio that the CIS program is a voluntary program except in certain disciplinary or court-appointed situations.

* IN COMPLIANCE WITH THE COMMUNICABLE DISEASE PREVENTION AND CONTROL ACT, VTCA: HEALTH & SAFETY CODE. SECTION 81.001
** IN COMPLIANCE WITH FEDERAL CONFIDENTIALITY REGULATIONS 42 USC SECTION 290 00-2; 42 CFR PART 2