

1 The [Transylvania County Board of Education \(the “board”\)](#) seeks to provide a work and school
2 environment free from violence or the threat of violence against employees, students, or other
3 persons. The board encourages eligible individuals to participate in the North Carolina Address
4 Confidentiality Program established pursuant to Chapter 15C of the General Statutes. This
5 program protects the address of relocated victims of domestic violence, sexual offense, stalking,
6 or human trafficking to prevent a victim’s assailants or potential assailants from finding the
7 victim through public records. The program provides participants with the use of a substitute
8 mailing address and denies public access to a participant’s actual address.
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10 **A. PROGRAM DETAILS**

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12 The Address Confidentiality Program is administered by the State Attorney General.
13 Information and assistance in applying to the program may be obtained by telephone
14 from the Attorney General’s Address Confidentiality Program Office at 919-716-6785.
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16 Program participants receive an authorization card with a substitute mailing address that
17 may be presented whenever an address is required. Mail sent to the substitute address is
18 forwarded cost-free by the program to the participant at his or her residential address.
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20 **B. SCHOOL PERSONNEL PARTICIPANTS**

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22 The name, actual address, and telephone number of any school system personnel
23 participating in the Address Confidentiality Program will not be open to inspection as a
24 public record, will not be included as part of any employee directory published by the
25 school system, and will be redacted from any record released pursuant to G.S. 115C-320.
26 (See policies 5070/7350, Public Records – Retention, Release, and Disposition, and 7820,
27 Personnel Files.)
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29 **C. STUDENT PARTICIPANTS**

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31 The school system will use the actual address of a program participant, not the substitute
32 address designated by the Attorney General, for any purpose related to admission or
33 assignment but will keep the actual address confidential from the public. Student records
34 will reflect only the substitute address and not the student’s actual address. The student’s
35 telephone number also will be kept confidential from the public. The parent or guardian
36 of a student participant may request that a student’s name be withheld from any release of
37 directory information by the school, as provided in policy 1310/4002, Parental
38 Involvement.
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40 When transferring school records from one school to another, the transferring school may
41 send the files to the participant (parent or guardian) via the substitute address provided by
42 the Address Confidentiality Program to ensure confidentiality of the student’s new
43 location.

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D. DISCLOSURE PROHIBITED

The knowing and intentional disclosure of a program participant’s actual address or telephone number to unauthorized persons is prohibited. Failure to comply with this policy may result in disciplinary action, up to and including termination. In addition, violators may be subject to criminal prosecution.

Legal References: G.S. Ch. 15C; 115C-47, -320, -366(g), -402(f); 132-1.1(d)

Cross References: Parental Involvement (policy 1310/4002), Domicile or Residence Requirements (policy 4120), School Assignment (policy 4150), Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy 5070/7350), Personnel Files (policy 7820)

Adopted:

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