

Confidentiality

Email Communication:

Southern Arizona Community Academy has its own internal email system. Upon enrollment, the student and parent/guardian will be issued an official SACA email account. Only staff members, students, parents, guardians, or other stakeholder that plays an integral part in monitoring and supporting the success of the student will have an official email account. All staff communications via email will contain the following confidentiality notice:

“NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.”

Communication Log

All communication with parents and staff is logged in a password-protected Microsoft Access database. Instructors also keep password-protected student progress logs and instruction logs.

Parents/guardians and students have access to the Parental Access Support System. To access information, users must enter the unique student ID and pin number. Information available includes Current Marks, Mark History, Schedule/Progress, Test History, Vaccinations, Calendar, and General School Messages.