**Section 641.40 Policies and Procedures**

a) At a minimum the Center must have the following written policies set forth and in place:

1) Non-discrimination, confidentiality, parental consent, student rights/responsibilities, release of information, conflict of interest/disclosure, equal opportunity employment, Americans With Disabilities Act, disaster and fire safety, and quality assurance.

2) The Job descriptions that define the qualifications, responsibilities and supervision of all health center personnel.

b) The policies and procedures must be reviewed and updated at least annually. The review must be acknowledged in writing.