



### **CLASSIFIED STAFF CONFIDENTIALITY AGREEMENT**

Federal law guarantees privacy and confidentiality for students, especially special education students, and their records. As an employee of Vision Charter School District, you may under limited circumstances, have access to sensitive student information while on campus. Student education records include all records, files, documents, and other materials that contain personally identifiable information on any student.

As a Vision Charter School District employee, you agree to the following:

1. I will not discuss the identity, behavior, or needs of any student within Vision Charter School with any person not authorized to work directly with said student.
2. I will not discuss with others the content of any specific student records, nor will I disclose personally identifiable student information, or any other information regarding individual students.
3. I understand that questions about individual students or the content of confidential student records must be directed to the Principal, Administrator, or Teacher.
4. I must report any breach or suspected breach in confidentiality, immediately upon my discovery, to my direct supervisor, Principal, or Administrator.
5. I understand that appropriate conversations with school personnel who work directly with said student, shall be held in a private location. Conversations held in any out of school public location, including with school personnel, are not admissible.
6. The classroom teacher, Principal, Administrator should be communicating directly with parents. EA's should defer all parent requests and/or messages to either the classroom teacher or Principal, or Administrator. This includes EAs communicating with staff parents of students attending Vision Charter School.

In the course of employment with VCS, employee may have access to or inadvertently encounter confidential information that should be considered confidential that includes but is not limited to:

- Staff compensation and benefit information is considered confidential.

- Any information of which disclosure would cause an embarrassment to an employee or constitute a clearly unwarranted invasion of privacy.
- Any information pertaining to a grievance or disciplinary action concerning an employee or student.

Employee understands and acknowledges that failure to comply with the obligations contained in this Confidentiality Agreement will result in disciplinary action, up to and including possible termination of employment. Employee understands that if he/she has any doubt as to whether any information is confidential or whether any information should be disclosed, Employee will request clarification from their immediate supervisor.

I have read and understand the Vision Charter School Classified Confidentiality Agreement.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_