

BELLAIRE LOCAL SCHOOL DISTRICT

Confidentiality Statement

I understand that the Bellaire School District is required by law to protect the privacy of student information and student records.

I also understand that as an employee working in the Bellaire School District, I will have access to a great deal of information about students and staff that is not available to the general public.

By signing this Confidentiality Statement, I am agreeing that:

- Except in cases of emergency, I will treat **all** information about a specific student and staff member as being confidential. This includes such things as:
 - family information
 - health information
 - test scores or other evaluations of the student
 - grades and school work done by the student
 - educational services provided to the student
 - things that a student does in school
 - things a student says in school
 - things that happen to a student in school
 - discipline or punishment of a student
 - any other information which relates specifically to one student, staff member or district operations
- I will discuss individual students with school staff members **only** when necessary as part of my job.
- I will not discuss individual students, staff or district operations with any person who is not employed by the School District.
- I will not discuss any child outside of the school environment.
- If I have questions about whether any student information is confidential, I will ask a school administrator before disclosing the information to any other persons.
- I understand that if I violate any of the provisions of this Statement I may be terminated.

_____ Date: _____
Signature of Employee

(PLEASE PRINT NAME)