

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
SUBSTITUTE/ATHLETIC EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that in the course of the performance of my duties as a substitute employee and/or athletic personnel, I may become aware of information about students and staff that is of a personal and confidential nature.

Except when disclosure of information is mandated by law (e.g., mandatory reporting of allegations of abuse or neglect of children) or failure to disclose such information could jeopardize the health, safety, and well-being of others; you may not share with others personal and confidential information pertaining to students and/or staff within the Hopewell Valley Regional School District.

Personal and confidential information includes; any information contained in student records (including grades, test scores, special education classification and/or contacts of an individualized education plan (IEP); disciplinary actions or records. All medical records whether pertaining to students or staff is consider confidential; including any family member(s).

I understand that any breach of confidentiality on my part may result in my immediate termination of employment within the Hopewell Valley Regional School District and may be reported to the State of New Jersey officials.

My signature below indicates that I have read and understand and agree to the terms of this agreement. Employment will not be approved by the HVRSD Board of Education until this agreement has been signed and returned to Human Resources.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of employee

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Human Resources Representative: \_\_\_\_\_

Date: \_\_\_\_\_