

**21<sup>st</sup> Century Public Academy**

**CONFIDENTIALITY AGREEMENT**

Written, verbal and electronic information concerning a student is to be held in strict confidence by all employees. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information of student's records but also regarding confidential matters learned in the exercise of professional duties. Under no circumstances should this information be discussed with anyone unless authorization is obtained. Moreover, the records must be duly safeguarded against inspection by those who have not right see them.

Do not discuss such information with other employees unless it is necessary for the educational benefit and/or safety of the student. When such exchange of information is necessary, conversations should be held in privacy, upon notification with 21<sup>st</sup> Century Public Academy administration, regarding the intent of the conversation.

Any request for information the media should be referred to administration or other authorized district spokesperson.

Divulging any information without authority may be grounds for disciplinary action up to and including termination.

**Statement Acknowledging Compliance with the Confidentiality Policy**

I have read the above school policy regarding confidentiality. I acknowledge the need for and will maintain confidentiality regarding students.

Confidentiality regards not sharing written, verbal or electronic information about the student with others without a need to know, including anyone outside the school. This also includes maintaining confidentiality in providing the student's name and/or any details that might identify the student and relate him/her to a particular situation in accordance with Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupils Rights Amendment (PPRA) 20 U.S.C. 1232h.

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Signature

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Date

Personnel File