



## Rankin County School District

### Confidentiality Agreement

In your current position as a volunteer, student worker/office helper, student observer/student teacher/intern, or a paraprofessional volunteer in the Rankin County School District, you, like our licensed educators, shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

*Ethical conduct includes, but is not limited to, the following:*

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
- No revealing of any student's name or address or personal, health or academic information of any kind except to principal of RCSD school or RCSD superintendent of education, without written permission of either

*Unethical conduct includes, but is not limited to the following:*

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law
- Violating confidentiality agreements required by state or local policy

RCSD Board Policy: GBEBB, & Mississippi Educator Code of Ethics Standards of Conduct

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*I have received a copy of, read, understand, and agree to uphold this written policy on matters of confidential information. I also understand that in my daily job duties, I will have access to confidential student information, and any violation of confidentiality, in whole or in part, could result in disciplinary action up to and including loss of volunteer privileges, termination and/or legal action. I recognize that this signed document of my agreement to uphold the provisions of this policy will be kept on file in my personnel file.*

Printed Name: \_\_\_\_\_ Role (tutor, volunteer, etc.): \_\_\_\_\_

Connection to school (parent, college student earning hours, etc.):

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