

## CONFIDENTIALITY STATEMENT

I, \_\_\_\_\_, an employee of the Alva Independent School District #001, understand that both students and employees have state and federal statutory rights to maintain confidentiality in educational and personnel records, which information cannot be released to others by school personnel without prior written consent from the applicable parents, students, and employees. I understand that liability may be imposed for the release of confidential information without appropriate permission.

I agree that I will maintain confidentiality of information pertaining to students and employees of the school district which I may receive through school channels.

I, therefore, agree that I will not discuss any confidential student or employee information:

- in restaurants or businesses throughout the community.
- with other employees or students.
- with visitors or customers to a facility or business.
- with community contacts such as in church, social organizations, etc.
- with personal associates such as friends or family members.
- with employees from another site.
- with news media.

I will discuss relevant school information or ask questions of only those staff members who have direct responsibilities for the specified business of the school or with my supervisor.

---

Employee=s signature

---

Date