



St. Joseph School District  
925 Felix  
St. Joseph, MO 64501

## CONFIDENTIALITY AGREEMENT

The St. Joseph School District is committed to protecting the information in both our student and employee records. Confidential student information is addressed in Board Policy JO (Student Records). Employee personnel records should also remain confidential. Information contained in personnel files may include, but not be limited to: college transcripts, teaching certification, performance appraisals, and disciplinary action letters.

We have a legal obligation to protect all confidential information. The Family Rights to Privacy Act (FERPA) outlines what is confidential and who may or may not have access to it. The Individuals with Disabilities Education Act (IDEA) outlines special education procedures and specifies special education files as confidential and have protections in addition to FERPA and HIPAA (Health Insurance Portability and Accountability Act of 1996).

Every employee of the St. Joseph School District shall be responsible for the security of any documentation provided to the employee and shall maintain the security of that document. All documents available to School District employees concerning School District business shall be considered confidential and shared only with those who have appropriate authority to view those documents.

Violation of this policy may be grounds for dismissal from the St. Joseph School District.

I, \_\_\_\_\_ have read and understand the above Confidentiality Agreement, and agree to abide by the agreement.

\_\_\_\_\_  
Signature of SJSD Employee

\_\_\_\_\_  
Date