



# Seashore Charter Schools

*An Island Foundation Project*

Seashore Learning Center • Seashore Middle Academy • Seashore Early Childhood Academy

## SUBSTITUTE EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that in the course of the performance of my duties as a substitute teacher, substitute instructional assistant, I may become aware of information about students and staff members that is of a personal and confidential nature.

Except when disclosure of information of this nature 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 or wellbeing of others. I may not share with others personal and confidential information about students and staff members.

Examples of personal and confidential information include information about any pupil record, including but not limited to a pupil's grades, test scores, special education classification and/or contents of an individualized education plan (IEP): disciplinary actions or records: and information about the medical condition(s) of a student, staff members, parent, or any of their family members.

I further understand if it is found that I have breached the confidentiality required of me in my position, I will be removed from any and all employment in the Seashore Charter Schools District.

My signature below indicates that I have agreed to the terms of this agreement.

\_\_\_\_\_  
Print Name of Substitute Employee

\_\_\_\_\_  
Signature of Substitute Employee

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

*Dr. Chris Daniels*

Christopher Daniels, Superintendent  
Seashore Charter Schools