



# KILGORE INDEPENDENT SCHOOL DISTRICT

301 N. KILGORE STREET ★ KILGORE, TEXAS 75662-5499

(903) 988-3900 ★ (903) 983-3212 (fax)

## Kilgore ISD Confidentiality Agreement

### All Volunteers, Student Interns, Student Teachers, Student Observers, and Independent Observers

Students in the Kilgore School District have the right to expect that information about them will be kept confidential by ALL employees, volunteers, observers, and independent observers. All things seen and heard at KISD about children and their families are to be considered privileged information.

As a participant in the KISD volunteer/student/observer program, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. You may not discuss a child even with that child's parents/guardians; nor are you to contact parents/guardians regarding behavior or performance of students. You must always refer any questions regarding students to the student's teacher or campus principal. A misplaced comment can be devastating to a student, family, and the volunteer/student/observer program. Be sure that you take your responsibilities seriously as a member of the educational team.

Before beginning service as a volunteer/student/observer at KISD, it is required that you acknowledge your intent to fulfill this responsibility by endorsing the statement below:

1. I will not discuss or answer questions with others, when serving as a volunteer/student/observer or when no longer in a volunteer/observer role, the content of any confidential student information which was learned in the course of or because of my role with KISD. Exceptions to this role include my ability to discuss student information with designated staff members and/or as authorized by administration.
2. The confidentiality of student information shall include, but not limited to, these topics:
  - a. Academic standing, including student grades and test scores;
  - b. Attendance;
  - c. Financial status;
  - d. Physical/mental health identity and history;
  - e. Disciplinary status/records.
3. As a participant in KISD's program, I understand that that I am not authorized to examine, release or comment on student records/information unless expressly authorized by school official in accordance with applicable law.
4. I understand that if there is a violation of these guidelines, it may constitute cause for termination of my volunteer/student/observer services. The Superintendent of designee is responsible for decisions concerning continuation or discontinuance of a volunteer/student/observer's activities.

By signing, I acknowledge that I have read, understand and will comply with the Confidentiality Statement above for Kilgore ISD.

\_\_\_\_\_  
Name of Applicant (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date