

MONONGALIA COUNTY SCHOOLS
CONFIDENTIALITY AGREEMENT FOR CLASSROOM VISITORS

I, _____, do hereby agree and acknowledge that in the course of my visit to observe a child, I will come into contact or observe certain confidential and personal information about other students and/or employees of Monongalia County Schools. I fully understand and acknowledge that Monongalia County Schools is obligated to protect the privacy of the students and its employees within the Monongalia County school district.

I recognize that confidential information may be obtained from many different sources, including, but not limited to, verbal information, written documents, and personal observations. I agree that all observations and information arising from my classroom observation or visit are important, confidential, material and effect the successful protection of privacy for all students and employees. I further understand that the information is held as confidential not only as to outside parties, but also as to Monongalia County Schools' students and employees whose jobs do not require access to such information.

By signing this Confidentiality Agreement, I acknowledge the following:

- a) In the course of my visit to observe a classroom, I may become aware of confidential information about specific students, which may include such information as students' academic performance, health, disabilities, and related matters.
- b) Disclosure of confidential information without consent to any other employee of Monongalia County Schools; any student; or any outside entity or person is strictly prohibited except where such disclosure is essential to protect the health, safety, or well-being of a student or employee. If I am unsure whether disclosure of confidential information is essential to protect the health, safety, or well-being of a student or employee, I am required to consult with the school principal or the Superintendent of Schools prior to making any disclosure.
- c) Any notes taken during observation shall be presented to the classroom teacher prior to leaving the classroom. All notes will be inspected by the classroom teacher and are subject to redaction to ensure that student privacy is maintained.

- d) I will not photograph or videotape any person or any part of any building during my visit to the school and while observing a classroom.
- e) I will not tape record any conversation during my visit to the school and while observing a classroom.
- f) Any discussion I may have regarding questions, concerns, or comments shall be directed to the school principal or to the faculty member responsible for the classroom. All discussions will occur outside the presence of students and other faculty members.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Signed this _____ day of _____, 20____.

Signature of observer

Name of observer

Name of child to be observed

Name of school where observation will take place