

SANTIAM CANYON SCHOOL DISTRICT

**SUBSTITUTE AGREEMENT**

Confidentiality is one of the cornerstones of professionalism and ethics in education. Every substitute employee has a responsibility to preserve the confidentiality of students, legal guardians, and school staff with whom they interact during their work as a substitute teacher at Santiam Canyon School District. Information obtained through the role of a substitute employee may only be used for carrying out employment responsibilities and may not be used, shared, or accessed without proper authorization. No information about any student, staff member or legal guardian obtained through work in the school as a substitute employee will be communicated to any other person or agency as mandated by law.

When accepting a substitute assignment, all substitutes acknowledge that they have received and read through the following District Mandatory Training materials, located on our website on the *Staff Resources* page, under *Mandatory Trainings and Awareness*:

- Hazing, Bullying, Harassment Policy
- Child Abuse/Neglect policy
- Child Abuse/Neglect DHS video
- Drug Free Workplace
- Chemicals- Safety Data Sheets (SDS)
- Lifting
- Sexual Harassment
- Blood borne Pathogens
- Confidentiality
- Suicide Prevention

Substitutes agree to:

- 1) Abide by the information provided in these training packets and
- 2) Maintain the strictest confidence with any information gained through interactions with students and staff.

Employee Name: \_\_\_\_\_

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

\*Original to be kept on file at the SCSD District Office.

\*Copy returned to substitute employees for their personal records.

