

**MEMORANDUM OF UNDERSTANDING BETWEEN  
GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
AND COMMUNITIES IN SCHOOLS OF BAYTOWN, INC  
2025-2026**

This Agreement for services is entered into by and between the Goose Creek Consolidated Independent School District ("GCCISD") a political subdivision of the State of Texas, acting by and through its Board of Trustees, and Communities In Schools Baytown, Inc. ("CISB"), a non-profit organization, organized under the laws of the State of Texas.

WHEREAS, GCCISD seeks to address student dropout rates and to provide services to at-risk students to prevent them from dropping out; and

WHEREAS, CISB desires and can provide integrated student support services to address dropout prevention, in addition to attendance, behavior and academic support for at-risk students;

WHEREAS, GCCISD and CISB have come to an agreement regarding mutually advantageous terms achieving these goals and believe that the provision of these services to GCCISD students will benefit the school community;

Now, therefore, in consideration of the mutual promises herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

**I. Consideration**

GCCISD agrees to pay CISB Two Hundred and Fifty Thousand Dollars (\$250,000) to provide drop-out prevention services for 1500 or more at-risk students and 13 campuses within the GCCISD 2025-2026 School Year. Payment shall be made in monthly installments of Twenty-Five Thousand Dollars (\$25,000) upon receipt of an invoice for rendered services beginning September 1, 2025, to August 31, 2026. GCCISD shall remit payment within thirty (30) days of receipt and approval of each invoice received.

GCCISD will also provide CISB with office space for each Site Coordinator at their assigned school locations, and for Administrative Offices at 1906 Decker Rd, Baytown, TX 77520 pursuant to Article X, below.

**II. Terms of Agreement**

This Agreement shall be for a term of twelve (12) months, commencing September 1, 2025, and continuing through August 31, 2026.

**III. Scope of Services**

CISB will provide a range of integrated support services ("Services") targeting at-risk students to stay in school and promoting their success in life. The Services for the 2025-2026 term will focus on improving Attendance, Behavior, Academics and Graduation Rates. Students may be referred by school principals, school counselors, teachers, parents and other stakeholders. Services shall be provided by professional Site Coordinators with a minimum 4-year college degrees, assigned to specific GCCISD campuses (listed in section IV, CISB Contracted Services Delivery-Campuses). This includes providing services to students mandated to appear in Harris County Precinct 3 Court, based on GCCISD attendance and behavior policies. Site Coordinators will work a daily eight-hour schedule, in accordance with their assigned GCCISD

campus schedule. The eight-hour schedule may be adjusted on occasion to fit CISB required trainings or meetings, as well as individual campus needs and/or activities.

CISB Services include, but are not limited to, the following components:

- A. **Basic Needs Assistance:** To support students and their families facing various struggles to assess and navigate the maze of public and private services. Site Coordinators see to it that students' basic needs (health, food, clothing, shelter, etc.) are met daily, to help them surmount their circumstances and focus on learning. CISB will be the primary coordinator on the campus for the campus clothing closet and Backpack Buddy Program. CISB will be supported by the Student Support Team, or any staff designated by the campus Administrator. CISB will not assume any financial responsibilities to maintain the clothing closet or the Backpack Buddy Program. All items will be donated.
- B. **Academic Assistance:** For students facing challenges in one or more core subjects, Site Coordinators are dedicated to ensuring they have the necessary support to succeed academically. This support includes connecting students with tutors and establishing quiet, focused study areas to create an environment conducive to learning.
- C. **College, Career, Military Readiness (CCMR):** Site Coordinators support students in planning for their futures by providing access to a comprehensive College, Career, and Military Readiness (CCMR) program. Through this program, students receive hands-on guidance in college exploration and applications, FAFSA completion, career assessments, resume writing, job interview preparation, and connections with military recruiters. Additionally, students can participate in enriching field trips—such as college and career fairs, the Reality Check Simulator, STEM expos, and college tours—all at no cost to the student.
- D. **Life Skills:** Through workshops, team-building activities, and guest speakers, CISB will help students develop essential life skills, including emotional intelligence, character development, social skills, and conflict resolution strategies.
- E. **Support and Guidance:** As students navigate and work to overcome challenging life circumstances, the coping mechanisms they've developed may not always serve them well in academic or professional settings. Supportive Guidance equips students with constructive strategies for managing anger, resolving conflicts, and staying focused on their educational goals.
- F. **Family Engagement:** CISB will partner with the GCCISD Student Wellness Department and campus staff to offer parent and student activities, including workshops designed to strengthen families and actively involve parents in their child's education. Site Coordinators will also connect families with counselors and social workers to help ensure that the home environment is supportive, nurturing, and safe for students.

Services are rendered based on compliance with Texas Education Agency (TEA) and CIS National policies and procedures governing CIS programs. The school principal may also determine if the counselor, teacher, parent, and/or CIS referrals are appropriate for the campus management case load, based on TEA policies and procedures. All services, except for school-wide activities, are done only after receipt of parent consent.

#### **IV. CISB Contracted Services Delivery-Campuses**

GCCISD funding to CISB under this Agreement will support delivery of services through (1) Site Coordinator on secondary campuses except for Baytown Junior High and the DAEP campus. These two campuses will have (2) Site Coordinators assigned:

Peter E. Hyland Center	Cedar Bayou JS
IMPACT Early College HS	George H. Gentry JS
P.O.I.N.T Alternative Center	Highlands JS
Stuart Career Tech HS	Horace Mann JS
Robert E. Lee HS	E. F. Green JS
Ross S. Sterling HS	
Goose Creek Memorial HS	
Baytown JS	

#### **V. Relationship of the Parties**

Nothing contained herein shall be deemed to be construed by the parties as creating the relationship of principal and agent, partners, affiliates, joint ventures or any other similar such relationship between the parties. CISB assumes full liability and responsibility for its employees while performing services incident to this Agreement. CISB shall remain responsible for the supervision, daily direction and payment of salary and benefits (including withholding of income taxes, social security, workers' compensation, and disability benefits and like requirements and obligations) for all CISB employees. A criminal background review will be conducted for all new CISB employees assigned to perform duties under this Agreement. A criminal background check will be conducted through the GCCISD Volunteer program and according to GCCISD's policy. The successful completion of the criminal background review is required before the employee may be permitted to work with GCCISD students or on any GCCISD school property. CISB will conduct annual criminal background checks for all employees. CISB shall not assign duties under this Agreement to any person who has been convicted of a felony or a misdemeanor involving moral turpitude. In no event shall GCCISD be liable for any actions of officials, agents, administrators, or employees of CISB. In addition, CISB will utilize volunteers to provide mentorship, tutoring, group facilitators and presenters with the permission of the campus principal. All volunteers must complete a CISB Volunteer Application, pass CISB and GCCISD criminal background check and attend CISB volunteer orientation.

#### **VI. Insurance and Indemnification**

CISB represents and agrees that it shall provide and maintain certain insurance as required by the District, including, but not limited to general liability with limits of liability of not less than \$1,000,000.00 per occurrence, automobile liability with limits of not less than \$500,000.00 per occurrence, and workers' compensation insurance in compliance with the statutory limits. Upon execution of this Agreement, CISB shall provide to the District original certificates of insurance indicating proof of any such required insurance. CISB shall assure that the District will receive written notice at least thirty (30) days in advance of the effective dates of any reduction, modification, cancellation, or termination of such insurance policies. The District shall be listed as an additional insured on all policies.

**CISB shall indemnify and hold harmless GCCISD, its Board of Trustees, officers, administrators, agents, and employees from all suits, actions, losses, damages, claims, or liability of character, type, or description, including, without limiting the generality of the foregoing, all expenses of litigation, court costs and attorneys for injury or death to any person, or injury to any property, received or sustained by any person or persons or property. Arising of or occasioned by the acts of CISB or its agents or employees in the execution or performance of this agreement.**

## **VII. Program Evaluation/Outcome Measures**

CISB State Mandated Student Evaluation: In evaluating the effectiveness of the services provided under this Agreement, the parties shall use the goals and measurements as approved in the TEA 2023-2024 Communities In Schools Grant. The CISB State Contract goal is that 85% of case managed students will improve in grades, 70% improve their attendance and 75% improve their behavior. In addition, 90% of case managed students will stay in school, and at least 90% of case managed students (who are eligible) will graduate or receive their GED. The assessment of student outcomes will include information regarding the context in which the services are provided, including reasons for student referrals to the program. Monthly progress measurement information will be provided with the CISB invoice.

Formative and Summative Evaluations: Formative and summative evaluations of the Services under this Agreement will be completed to determine student success. See Addendum #1 and Addendum #2 for detailed procedures.

## **VIII. Records**

CISB understands that GCCISD, as a governmental entity, may be obligated by State or Federal law to produce information or records of CISB that are related to the Services specified in this Agreement. GCCISD understands that CISB, as an affiliate of Communities In Schools of the State of Texas, a department of TEA, may be restricted by State or Federal law to produce information or records related to the Services specified in this Agreement. CISB agrees to cooperate fully to ensure compliance with the required State and Federal contracted services monitoring policy and to furnish any such requested information or records to GCCISD to the extent required by law. To accomplish the goals of this Agreement and allow the provision of Services, it may be necessary for GCCISD to share student education records and other student information with CISB employees providing services to those students. Any such disclosure of student information is solely within the discretion of GCCISD. CISB will strictly maintain the security and confidentiality of all data provided to it by the GCCISD pursuant to Addendum #3 of this Agreement and as required by State and Federal law. CISB will return to GCCISD all student information or records provided by GCCISD immediately upon the termination of this Agreement.

## **XI. School-Site Operations**

The mutual responsibilities of CISB and GCCISD related to site operations are further defined in Addendum #4. It is expressly agreed that at each site, as a condition of hosting the CISB program, the school principal, and the Instructional Leadership Team, will accept the responsibilities set forth in Addendum #4.

## **X. Use of Space**

Space includes Central Office, Program office areas and offices for Site Coordinators on campuses. A fee of \$500.00 per month shall be paid to GCCISD for the use of Central Office space for the term of this Agreement. The fee includes all maintenance, technology service, utilities, phone connections, long distance, and custodial fees. CISB shall remit payment by the 5<sup>th</sup> day of every month, beginning September 2025.

Each Site Coordinator will be provided with office space on their assigned GCCISD campus. Use of Space shall not be construed as an agreement for rental or lease of the property, and CISB shall not be entitled to the rights of a tenant. Campus Site Coordinators will be provided with access to campus copy machines as needed, and will be required to follow campus procedures, if any, for use of copy machines. Authorization for CISB to use designated Space(s) shall cease immediately upon termination of this Agreement.

#### **XI. Termination of Services**

If CISB fails to provide Services promised under this Agreement, GCCISD will give CISB fifteen (15) days' written notice to correct the matter. If after fifteen (15) days CISB has not taken corrective action, GCCISD may terminate this Agreement upon thirty (30) days written notice. Further, this Agreement may be terminated prior to the expiration of the term by mutual written agreement of the parties or by thirty (30) days written notice. Upon termination of the Agreement, GCCISD shall be liable only for payment of a prorated amount for Services performed under this Agreement on or before the effective date of termination. Final payment will be made by GCCISD within thirty (30) days of receipt of the final invoice from CISB. CISB shall be liable for payment of a prorated amount for the use of space as provided herein and shall make such payment on or before the termination date.

#### **XII. Notice**

Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall be hand-delivered to the addresses set out below, or shall have been deposited, duly registered or certified, return. receipt requested, in a United States Post Office addressed to the other party at the following addresses.

To GCCISD:  
Dr. Randal O'Brien, Superintendent  
Goose Creek Consolidated ISD  
P.O. Box 30  
Baytown, Texas 77522

To CISB:  
Mel'Danci Robinson, Executive Director  
Communities In Schools of Baytown, Inc.  
P.O. Box 2225  
Baytown, Texas 77522

Any party may designate a different address by giving the other party ten (10) days written notice in the manner provided above.

#### **XIII. Assignment**

Neither this Agreement nor any duties or obligations hereunder shall be assignable by either party without the prior written consent of the other party.

#### **XIV. Governing Law**

The laws of the State of Texas, hereunder, shall govern the interpretation and enforcement of this Agreement. Exclusive venue from any disputes arising under this agreement shall be State Court in Harris County, Texas.

#### **XV. Authorization of Agreement**

Each party represents and warrants to the other that the execution of this Agreement has been duly authorized, and that this Agreement constitutes a valid and enforceable obligation of such party according to its terms.

#### **XVI. Waiver of Breach**

No waiver or a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

**XVII. Section Headings**

The headings of sections contained in this Agreement are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this Agreement.

**XVIII. Complete Understanding**

This Agreement shall constitute the complete understanding of CISB and GCCISD and supersedes any previous oral or written agreements. It may not be amended, modified, or altered in any manner without the express written consent of both parties.

**XIX. Triplicate Original**

This Agreement is executed in three (3) copies, each of which shall have full force and effect of the original Agreement, and each of which shall constitute but one and the same instrument.

**XX. No Waiver of Immunity**

No party hereto waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of execution of this Agreement and the performance of the covenant's contained herein.

IN WITNESS WHEREOF, the parties to this contract set their hands and affixed their seal this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Communities In Schools of Baytown, Inc.

By: \_\_\_\_\_  
Mel'Danci Robinson, Executive Director

Goose Creek Consolidated ISD

By: \_\_\_\_\_  
Randal O'Brien, GCCISD Superintendent

## **Agreement Between GCCISD and CISB**

### **Addendum #1**

#### **Summary of School Service Delivery Evaluation**

The following reports will be submitted to GCCISD to meet the required CIS contracted services monitoring policy:

1. A monthly report for each served campus, including the overall number of students served, number of case-managed students served, summary of CISB school-wide events, summary, and number of individual and/or groups services provided by Site Coordinators or volunteers. This report shall be submitted to the principal on each served campus by the 15<sup>th</sup> of each month.
2. A mid-year report summarizing the total number of students served shall be submitted to the Assistant Superintendent of Human Resources, the Director of Federal Programs, and the Director of Social Emotional Learning & Student Wellness by January 31, 2026.

By October 30, 2025, a report will be submitted to GCCISD, including the following information for students that were case managed during the 2024-2025 school year:

1. Documentation that mandated reports have been submitted to TEA on the CISNAV database. Such reports include, but are not limited to, Student Performance Outcomes, Academic Performance, Attendance Performance and Behavior Performance.
2. Grades, attendance, and/or behavior (as appropriate) for case-managed students, along with percentage improvement for each area.
3. Number of case-managed students who stay in school in comparison with the total number of case-managed students served.
4. Number of case-managed students who graduated, in comparison with the total number of case-managed students who were eligible to graduate.

## **Agreement Between GCCISD and CISB Addendum#2**

### **Definition of Improvement: Attendance, Behavior and/or Course Completion**

In accordance with updated standards from TEA, the following are definitions for improvement:

#### **Improvement in Attendance**

If a student is referred to CISB for attendance (unexcused absences or excessive tardies), ADA, report cards are checked for improvement. Improvement will be determined by the number of unexcused absences and/or tardies before CISB involvement compared to the number of unexcused absences and/or tardies for the period of time CISB served the student. The Site Coordinator can provide attendance monitoring and intervention to include meeting with attendance clerks to check students' progress, staffing student's attendance during Student Support Team meetings, meet with students to provide encouragement to re-engage in learning, conduct home visits when needed and communicate with parent/guardian through phone contact or email.

#### **Improvement in Behavior**

If a student is referred to CISB for behavior reasons, the following data indicators can be used to determine an outcome: Disciplinary assignments and Pre/Post Survey scores. Outcomes can be measured by the number of disciplinary referrals before CISB involvement compared to the number of disciplinary referrals for the period of time CISB served the student. When using Pre/Post survey scores, the person who completed the pre survey (e.g. student, teacher, or parent) should complete the post survey and the pre score should be compared to the post score to determine improvement. In addition, the Site Coordinator can provide behavior monitoring and intervention to include meeting with teachers to check students' progress, staffing students' behavior during Student Support Team meetings, meet with students to provide encouragement and incentives for improved behavior.

#### **Improvement in Academics**

If a student is referred to CISB for academic reasons, the following data indicators can be used to determine an outcome: Core Course Grades, Benchmark Data, GPA, STAAR scores. STAAR scores would be compared to scores from the most recent previous administration to determine improvement. When using core course grades, the outcome determination will be based on comparing the initial grade for each course at intake to the average of the grades for each course for the period of time CISB served the student. Although CISB Site Coordinators are not certified teachers, they can provide academic monitoring and intervention that includes following up with students who are scheduled to attend tutoring, meet with teachers to check students' classroom progress, meet with students to provide encouragement for continued academic success, and provide incentives for success in academics.



## **Agreement Between GCCISD and CISB Addendum#3**

### **Data Requirements**

GCCISD will provide CISB with access to TEAMS and Eduphoria for necessary student data requirements.

GCCISD will provide CISB with the following student information:

- **Personal Details:** Name, Gender, Age, Date of Birth, Social Security Number, Home Address, and Home Language
- **Academic Information:** State Test Scores, Grades, Report Card Grades, Report Card Conduct, End-of-Year Status (promoted, placed, or retained), and Attendance Records
- **School Details:** Campus and Grade Level
- **Demographic and Program Data:** Ethnicity, LEP (Limited English Proficiency) Status, At-Risk Status, At-Risk Factors, Special Characteristics, and Discipline Records

Note: CISB, State, and GCCISD confidentiality laws and policies are followed and include the following:

CISB has a client confidentiality policy. Under no circumstances is client information to be shared with outside agencies or individuals without the client's prior written consent. All CISB staff receive training on HIPPA and FERPA requirements and regulations. GCCISD employees shall adhere to all federal, state, and district policies and procedures.

CISB shall sign the attached Confidential Student Information Agreement and each employee, agent, representative, and/or contractor of CISB providing services subject to this Agreement shall sign the Access Agreement, both of which are fully incorporated herein for all purposes and attached hereto as Addendum #5.

### **Documentation and Reporting Requirements:**

CISB staff will reserve a minimum of one- and one-half hours per day or one day a week for documentation of enrollment and service delivery. The CISB staff must enter services on a weekly basis into the TEA CISNAV database and undergo a binder review monthly with the CISB data team. This requirement ensures that CISB remains in compliance with all TEA documentation requirements and meets all TEA benchmark requirements.

## **Agreement Between GCCISD and CISB Addendum#4**

### **School Site Operations**

The following sets forth the basic school site operational model of CISB and defines the respective responsibilities of both CISB and GCCISD at the school sites. Specific requirements unique to each site (numbers of students to be served as case managed; total number of students to be served; allotment of time to specific activities, etc.) will be developed between CISB and the respective school principal.

The CISB program provides additional staff and resources in schools for the benefit of at-risk youth on campus. The focus of the CISB staff will be campus referrals including ninth through twelfth grade students at the high schools, sixth through eighth grade students at the junior schools who are exhibiting a decline in their school attendance, behavior, or academic performance. Services will also be provided to students referred to the Court Program.

1. CISB supervision will be provided by the administration staff of CISB.
2. CISB staff cannot provide additional administrative or clerical duties that would otherwise be assigned to GCCISD employees. CISB Site Coordinators can assist with before-school activities, after school activities and lunch duty, but cannot commit to a fixed schedule due to the required TEA student service delivery hours.
3. CISB agrees to maintain a file on each assigned caseload student containing all relevant data. The size of the caseload will be subject to TEA requirements under which the CISB staff operate.
4. CISB TEA Contract guidelines require that all case managed students have a signed Parent Consent / Release of Information form, has a completed assessment, and receives at least two Tier II or Tier III services in two months **or** receives at least four hours of Tier II or Tier III services while enrolled in CIS during the school year. A student must have at least one academic, behavior, or attendance need targeted to be considered case managed and counted in the TEA case-managed student total.
5. CISB agrees to provide technical assistance to CISB campus staff, i.e., planning, training, interagency coordination, and overall project site management.
6. CISB personnel will remain employees of CISB while assigned to the school site.
7. The CISB project shall adopt as part of its operating policies, the policies, and procedures of GCCISD and the school site whenever possible, including following the procedures for disciplinary actions and grievances outlined in the GCCISD/CISB personnel policies consistent with all applicable laws.
8. The principal and CISB administrative staff will engage in a great effort to promote the successful operation of the school site.

9. The principal and the school staff will assume responsibility for handling cases that involve suicide threats, violent behavior, criminal behavior, child abuse, sexual abuse, harassment, legal custody, and student records as required by GCCISD Board Policy. CISB will assist with the above, if so, directed by the principal.
10. The GCCISD in-kind contribution for each campus Site Coordinator will include the following:
  - a. Office space
  - b. Office furniture
  - c. Desktop Computer
  - d. Phone equipment
  - e. Printer or access to a printer usage for each campus Site Coordinator

Additionally, GCCISD will provide program access to the cafeteria and one classroom for student and parent classes.

**Agreement Between GCCISD and CISB  
Addendum #5**

**Agency Confidential Student Information Agreement**

On behalf of Communities in Schools Baytown, Inc. ("CISB"), with offices located at 1906 Decker Dr, Baytown, TX 77520, and its subsidiaries and affiliates, I understand that CISB may receive access to student information of students of the Goose Creek Consolidated Independent School District (the "District") receiving services pursuant to the AGREEMENT BETWEEN GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT AND COMMUNITIES IN SCHOOLS OF BAYTOWN, INC 2025-2026.

("Agreement"). For purposes of the Services to be performed, CISB is a "school official" as the term is used in Policy FL (Local). Therefore, CISB has a legitimate educational interest in such student information provided for the use in the Services defined. As such, CISB's access to individual student information is permitted under the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing federal regulations found in 34 CFR Part 99.

CISB agrees and understands that information concerning any individual student is to be held in strictest confidence and assures that procedures are in place for monitoring and protecting confidentiality of student information. All media that contain individual student records will be kept in a secure area. Each CISB representative (employees and/or contractors) that will access the individual student records must agree to protect student confidentiality by signing the attached "Access Agreement."<sup>11</sup>

In addition, CISB agrees that any data sets or output reports that its representatives may generate with individual student data are confidential. CISB will not disclose to any unauthorized person any data sets or reports with individual student data which is obtained or devised. CISB agrees to be responsible for any access by tracking access to student identifiable information through the use of password(s).

CISB understands that any unauthorized disclosure of confidential student information is illegal as provided in FERPA and its implementing regulations. FERPA is specifically incorporated into the Texas Public Information Act as an exception to records which are subject to disclosures to the public (Texas Government Code, Chapter 552).

By: \_\_\_\_\_  
Mel'Danci Robinson, CISB Executive Director

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

**Agreement Between GCCISD and CISB  
Addendum #6**

**Employee/Volunteer Confidential Student Information Agreement**

I, \_\_\_\_\_ (PRINT NAME), understand and accept the following conditions and responsibilities of my employment or volunteer service with Communities in Schools Baytown, Inc. ("CISB"), with offices at 1906 Decker Drive, Baytown, TX, on behalf of itself and its subsidiaries and affiliates, (collectively, "CISB" or "Employer") while serving students of the Goose Creek Consolidated Independent School District ("GCCISD"):

1. Under the terms of the Confidential Student Information Agreement between CISB and the Goose Creek Consolidated Independent School District ("GCCISD"), I understand that I may receive access to confidential student information, based on consent, for the purpose of providing the Services outlined in the AGREEMENT BETWEEN GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT AND COMMUNITIES IN SCHOOLS OF BAYTOWN, INC 2025-2026 ("Agreement").
2. In the performance of my duties, I may have access to confidential information, which includes records of GCCISD students, faculty, or staff, business information, correspondence, and reports. All these types of information are considered confidential.
3. I shall treat ALL information accessible to me in the performance of my duties as Confidential Information, regardless of its format (e.g., electronic, paper, oral), unless and until advised otherwise by my supervisor.
4. I agree to not access Confidential Information unless I am authorized to do so, and I agree to maintain the confidentiality and privacy of Confidential Information during and after my period of employment with Employer. I shall not, directly, or indirectly, communicate orally, in writing, or by e-mail, any Confidential Information to any unauthorized person, including, without limitation, other students, work colleagues, family members, etc.
5. I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. Examples include education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that unauthorized disclosure of such Information is prohibited as it can adversely impact CISB, GCCISD, individual persons, and/or affiliated organizations.
6. I understand that any data sets or output reports containing individual student information that I may generate, or that may be generated by my superior, using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports containing individual student information that I have access to or that may be generated using confidential data. Except as required by law, I will not disclose any data analysis or report containing individual student information to any party without the consent of the district. I understand that I am responsible for any telephone or computer transactions performed as a result of access authorized by use of sign-on/password(s).

7. I shall use my access to Confidential Information for the sole purpose of performing my job duties. shall not disclose Information to ANYONE without prior authorization from my supervisor.
8. I shall not permit myself or any other person to copy, reproduce, alter, delete, or enter any Information other than what is required in the regular performance of my job duties.
9. I am aware that any breach of this Access Agreement, release of Confidential Information, or any abuse of my position, may result in disciplinary action, including possible termination of my position and civil and criminal legal sanctions.
10. The provisions contained in this Access Agreement are considered conditions of my participation in the provision of instruction to the students of GCCISD receiving services pursuant to the Agreement.

I have reviewed and read this document. I understand its terms and its legal effect.

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Employee Name (Print)

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Signature

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Date