



## Confidentiality Agreement

This form should be signed by employees, volunteers, student Interns, student teachers, substitutes, independent contractors, and their employees.

Students at Gathering Waters Chartered Public School (GWPCS) have the right to expect that information about them will be kept confidential by ALL employees, volunteers, student interns, student teachers, substitutes, independent contractors, and their employees. Additionally, the U.S. Congress has addressed privacy-related concerns of educators, families, and students by enacting the Family Educational Rights and Privacy Act (FERPA). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including NWPCS, which disseminates a student's educational records without their guardian's consent.

Each student with whom you work has the right to expect that nothing that happens to them will be repeated to anyone other than authorized school employees, as designated by the School Principal. Even when discussing a student with those who are directly involved in a student's education, such as a teacher or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well being.

- You may not share information regarding a student with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or healthcare professionals. You must refer all such questions to the school employees so authorized to do so, typically the student's teacher or the School Principal. The only exception is in the event of an urgent medical emergency, in which confidential information may be necessary for a student's medical care.
- Parents, friends, or community members may in good faith ask you questions about a particular student. Again, you must refer all such questions to an authorized school employee. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just disrespectful, it's against the law.

I, \_\_\_\_\_, as an employee, volunteer, student intern, student teacher, substitute, independent contractor (or an employee of an independent contractor) of GWPCS, agree to never disclose information about a student's records to anyone other than an authorized GWPCS employee. I will refer all such requests for such information from those not directly involved in the student's education to an authorized school district employee.

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Signature, Date