



Confidentiality Agreement

ALL EMPLOYEES, VOLUNTEERS, STUDENT INTERNS, STUDENT TEACHERS, SUBSTITUTES, and EMPLOYEES OF INDEPENDENT CONTRATORS

Students in the Greencastle-Antrim School District have the right to expect that information about them will be kept confidential by all employees, volunteers, student interns, student teachers, substitutes, and employees of independent contractors. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the **Family Educational Rights and Privacy Act** (known more commonly as “**FERPA**”). Among other provisions, **FERPA** allows the government to withdraw federal funds from any educational institution, including the Greencastle-Antrim School District, which disseminates a student’s educational records without his or her parent’s consent.

- Each student with whom you work has the right to expect that nothing that happens to him or her will be repeated to anyone other than authorized school district employees, as designated by the administrators at each school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s education growth, safety, or well-being.
- You may not share information regarding a student even 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 district employees so authorized to do so, typically the student’s teacher or building 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 a question about a particular student. Again, you must refer all such questions to an authorized school district employee. You may not share information about a student even with members of you own family or the student’s family.
- Before you speak, always remember that violating a student’s confidentiality isn’t just disrespectful, it is against the law.

I, _____, as an employee, volunteer, student intern, student teacher, substitute, or employee of an independent contractor for the Greencastle-Antrim School District, agree to never disclose information about a student’s records to anyone other than the authorized school district employee. I will refer all requests for such information from those not directly involved in the student’s education to an authorized school district employee.

Signature

Date