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Superintendent

# Ocean Springs School District

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## Confidentiality Agreement

### All Employees, Volunteers, Student Interns, Student Teachers, Substitutes and Employees of Independent Contractors

Students in the Ocean Springs 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 allow the government to withdraw federal funds from any educational institution, including the Ocean Springs 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 educational growth, safety, or wellbeing.
- 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 questions 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 your 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 (print name) \_\_\_\_\_, as an employee, volunteer, student intern, student teacher, or substitute for the Ocean Springs School District, agree to never disclose information about a student’s records to anyone other than an 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: \_\_\_\_\_

School: \_\_\_\_\_