

Complete bottom of this form and return
Geauga County Educational Service Center
Public Schools Student Privacy Statement & Confidentiality Agreement

Students in the Geauga County Educational Service Center Classroom have the right to expect that information about them will be kept confidential by all employees and related personnel that enter into our classrooms. 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" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the school district, which disseminates a student's education records without his or her parent's consent.

- Each student with whom you work/observe has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at the 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 well being.
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or administrator.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own agency, family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law. Furthermore, disruption of any classroom routine while even minimal serves to violate students access to a Free Appropriate Public Education (FAPE), and therefore all questions directed toward staff must wait until a scheduled break in which the classroom staff is not providing instruction.
- Photographs of any students are not permissible unless there is prior approval by the superintendent and the student has an updated photograph/video release on file. Additional photographs/videos may only be permitted with the superintendent's approval.

Agreement

I, (print name) _____, as an employee or observer for Geauga County Educational Service Center agree never to disclose information about a student's records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school department employees.

Signature _____ Date _____