



PORTLAND PUBLIC SCHOOLS

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PORTLAND PUBLIC SCHOOLS STUDENT PRIVACY STATEMENT AND VOLUNTEER CONFIDENTIALITY AGREEMENT

Student Privacy and Volunteer Confidentiality

Under Federal law, state law and Portland Public Schools policy, ALL information about students maintained by Portland Public Schools is confidential with the exception of: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent school attended.

Students in Portland Public Schools have the right to expect that information about them will be kept confidential by all volunteers. 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 Portland Public Schools, which disseminates a student’s education records without his or her parent’s consent.

- Each student with whom you work 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 your 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 use confidential student information only for the purpose authorized by the principal. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student.
- 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 a student’s health or safety is in immediate risk and 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 principal.
- 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 principal. 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 impolite, it’s against the law!

Agreement

I, (print name) _____, as a volunteer for Portland Public Schools acknowledge that I have read and understand the above privacy and confidentiality requirements. I 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 the school principal. I will use confidential student information only for the purpose authorized below by the principal.

Volunteer's Signature

Date

Authorization and Acknowledgement

The only purpose for which the above signed volunteer may have access to and use confidential student information for is his or her volunteer work in.

- _____ the school attendance office
- _____ the school counseling office
- _____ the school main office

Principal's Signature

Date