

46 Federal St., Brunswick, ME 04011  
Tel: 207-339-1900

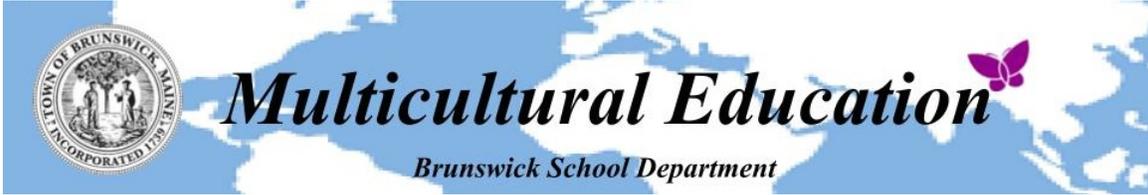
<http://www.brunswick.k12.me.us/culturaleducation/>

### **Brunswick School Department Student Privacy Statement and Interpreter and/or Volunteer Confidentiality Agreement**

Students and their families in Brunswick schools or school programs have the right to expect that information about them will be kept confidential by all volunteers. The U.S. Congress has addressed 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”). 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/family member 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 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 principal or district administrator.
- Parents, friends, or community members in good faith may ask you questions about a student’s problems or progress. 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 family or the student’s family.
- Always remember that violating a student’s privacy is against the law.
- **Agreement** I, (print name) \_\_\_\_\_, as a volunteer for Brunswick School Department 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** \_\_\_\_\_



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