



Forward Thinking, High Achieving.

Confidentiality Agreement

Thank you for your interest in volunteering with Missoula County Public Schools. Please read and sign the following confidentiality agreement that all volunteers and employees must submit to serve or work in MCPS. If you have any questions, contact the District volunteer coordinator at volunteer@mcps.k12.mt.us. This form may be submitted with the Volunteer Registration Form at the school where you volunteer or to the Central Administration Building at 215 S. 6th St. W, Missoula, MT.

Students in Missoula County Public Schools have the right to expect that information about them will be kept confidential by all volunteers, student interns, practicum students and student job shadow observers. 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 Missoula County 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 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.

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 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, student intern, practicum student, student job shadow observer, for Missoula County Public Schools 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 _____