



## STAFF CONFIDENTIALITY AGREEMENT

(Updated January 2020)

**Trust is an essential component in the relationship between the UW-L Upward Bound (UB) students, parents, and staff. Our program is based on mutually respectful helping relationships, each dependent on absolute confidentiality. As a UW-L Upward Bound employee, it is up to you to protect this trust.**

By initialing each item below, and signing this form, I agree to comply with the program's criteria for protecting confidentiality:

- \_\_\_\_\_ 1. For the purposes of this agreement, "confidential information" is defined as information disclosed or learned as a consequence of employment, and not generally known outside the Upward Bound program at UW-La Crosse.
- \_\_\_\_\_ 2. As a staff with Upward Bound, I understand that I may access student files only when doing so specifically relates to the work that I have agreed to do.
- \_\_\_\_\_ 3. Discussing a student's performance, family life, or personal/medical information with anyone except UB employees is strictly prohibited, *unless I have been specifically instructed to do so*. If someone requests information about a student and/or his family members, I will refer them to a member of the administrative staff.
- \_\_\_\_\_ 4. Information found in this office must stay in this office, unless I have been given specific permission to remove it, or copies of it, from the premises.
- \_\_\_\_\_ 5. Discretion is of the utmost importance when addressing student issues, frustrations, and challenges. Should I need to consult with an administrative staff member or a peer about a particular problem or a particular student, I will take care to do so discreetly, and far from the eyes and ears of others.
- \_\_\_\_\_ 6. Disagreements and misunderstanding are a natural occurrence in any working environment; I agree to address these matters directly, rather than airing grievances outside the program, where the perception of conflict or incompetence may cast doubt on the effectiveness of the program.
- \_\_\_\_\_ 7. Students can request to look at their files (though this happens very rarely). With this in mind, I will complete paperwork – including grade reports – in a way that conveys respect and addresses both positive and negative interactions with the student.
- \_\_\_\_\_ 8. I have read and understood the text of the Family Educational Rights and Privacy Act (attached), and realize that it is of the utmost importance to help UB maintain compliance with this legislation, *even after my involvement with the program ends*.
- \_\_\_\_\_ 9. I am aware that violating the terms of this agreement – even *once* – may result in disciplinary action, up to and including suspension and/or termination of employment, as well as potential personal civil and criminal legal penalties.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## **The Family Educational Rights and Privacy Act (FERPA)**

Also known as the Buckley Amendment, FERPA protects the privacy of a student's educational records; it applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

### **Complete text of the Family Educational Rights and Privacy Act (FERPA) of 1974**

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

### **The name and address of the office that administers and enforces FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605