

WEBSTER GROVES SCHOOL DISTRICT
400 East Lockwood
Webster Groves, Missouri 63119
(314) 961-1233

CLASSROOM/SCHOOL OBSERVATION AGREEMENT
(Including Student Privacy and Confidentiality Agreement)

Name: _____ Phone: _____

Address, City, State, Zip: _____

I would like to observe at: (School Name) _____

Classroom/Location: _____

Purpose of Observation: _____

Date of Observation: _____ Time of Observation: _____

This agreement made and entered into this _____ day of _____, 20____, by and between Webster Groves School District and myself includes the following agreements:

1. I shall protect the right to privacy of all students and therefore shall not release in written or oral form any personally identifiable information regarding the students.
2. I shall not directly or indirectly contact the parents, guardians, or students without first receiving written permission to do so from the principal of the school in which I am observing.
3. I understand that the Webster Groves School District is not responsible for any medical expenses and/or workers compensation claims while under this agreement.

My signature below indicates that I am in agreement with and will adhere to the above provisions:

Signature

Date

Complete and return to the building principal.

cc: Dr. Sandy Wiley, Human Resources

WEBSTER GROVES SCHOOL DISTRICT

Student Privacy Statement and Confidentiality Agreement

Student Privacy and Confidentiality

Students in the Webster Groves School District have the right to expect that information about them will be kept confidential by all. 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). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution 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 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 with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a 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 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 breaching a student's privacy and confidentiality is a FERPA violation and must be avoided.

Agreement

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

Signature _____

Date _____