

VOLUNTEER CONFIDENTIALITY RULES

Under federal law, state law and school policy, all information related to the McClusky School District students is confidential, with only a few exceptions. As a result, students have the right to expect that all information about them will be kept confidential by all volunteers except as authorized below.

Volunteers are required to comply with the following confidentiality procedures:

1. Each student has the right to expect that nothing about him/her and nothing that happens to him/her will be repeated to anyone other than authorized school employees at your school as designated by the principal.
2. Even when discussing a student with those who are directly involved in a student's education, you may not share confidential information with them unless you have been authorized to do so by the principal and the information is relevant to the student's educational growth, safety, or wellbeing.
3. 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 with others who are genuinely interested in the student's welfare, such as: social workers, clergy, nurses/physicians, friends, community members, members of your family, and/or members of a student's family.
4. You must refer all questions concerning a student to the building principal unless you have otherwise received the principal's authorization to respond.
5. Upon authorization of the principal, you may release a student's name, address, phone number, 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 attended¹. This information is called directory information under law and is typically not considered confidential. However, if a student's parent chooses not to allow for its release, even directory information is confidential. This is why the principal's authorization is necessary before releasing such information.
6. The only exception to the above rules is when a student has a serious medical or safety emergency, and you must share confidential information for the student's care or protection. A serious medical emergency is when a student's health or safety is in immediate risk.

Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law! Under federal student privacy law (commonly referred to as FERPA), the government is allowed to withdraw federal funds from any school that discloses information from a student's education records without his or her parent's consent.

¹ List should reflect list of directory information in your student education records policy.

VOLUNTEER CONFIDENTIAL AGREEMENT FORM

I, (print name) _____, as a volunteer for the McClusky School District acknowledge that I have read and understand the above privacy and confidentiality requirements. I agree never to disclose information about a student to anyone other than as authorized by the principal (and as listed below) or in the event of a serious medical or safety emergency.

Volunteer's Signature

Date

Authorization and Acknowledgement

The only school officials to whom the volunteer may release a student's confidential information are:

_____ The school attendance office staff

_____ The student's classroom teacher

_____ The classroom aide

_____ The student's individual aide

_____ The student's special education teacher

_____ The school counseling office staff

_____ The building principal and school district superintendent

_____ Other: _____

Principal's Signature

Date

End of McClusky School District #19 Exhibit KAAB-E