

PENN YAN CENTRAL SCHOOL DISTRICT

STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

Your service as a volunteer in our schools is greatly appreciated. Confidentiality is of the utmost importance in your work as a volunteer with teachers and students. Any information gained through volunteering must be held in strict confidence, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Before beginning service as a volunteer in our School District, it is requested that you acknowledge your intent to fulfill this responsibility by endorsing the statement below:

1. I will not discuss with others, including the child's parents/guardians, when serving as a volunteer or when no longer in a volunteer role, the content of any confidential student information which was learned in the course of or because of my volunteer work in school; nor will I disclose or permit to be disclosed, including to the student's parents/guardians, directly or indirectly, student education records, personally identifiable student information in such records, or other confidential information regarding any student. Exceptions to this rule include my ability to discuss student information with designated staff members as authorized by administration.
2. The confidentiality of student information shall include, but not be limited to, the following topics:
 - a. Academic standing (including student grades and test scores);
 - b. Attendance;
 - c. Financial status;
 - d. Physical/mental health identity and history;
 - e. Disciplinary status/records.
3. I further understand that "education records" (generally defined as "those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution") cannot be released, except as enumerated in law, without parent/guardian permission.
4. As a volunteer, I understand that I am not authorized to examine, release or comment on student records/information unless expressly authorized by school officials in accordance with applicable law.
5. While in possession and control of confidential student data, I understand that I must protect those documents from being reviewed or obtained by non-authorized individuals.
6. I will never take any confidential student data off campus unless authorized by the building principal or his/her designee.
7. Concerns or questions regarding student records or issues of confidentiality shall be brought to the attention of the school administrator and/or staff member that supervises the volunteer.

8. I must report any breach or suspected breach in this confidentiality agreement to the building principal or his/her designee.
9. I understand that as a volunteer in the Penn Yan Central School District I shall perform tasks only under the supervision and guidance of appropriate staff and that I am to comply with all District rules and regulations, including, but not limited to, the District Code of Conduct.

Violations of these guidelines may constitute cause for termination of the volunteer's services. The Superintendent or his/her designee is responsible for decisions concerning continuation or discontinuance of a volunteer's activities.

Volunteer Confidentiality Agreement and Signature (required of all volunteers)

By signing, I acknowledge that I have read, understand, and will comply with the Confidentiality Statement above.

Name of Volunteer (please print) _____

Signature of Volunteer

Date

Signature of Administrator

Date

This Confidentiality Agreement will be kept on file in the Main Office of the building to which the volunteer is assigned. A copy of this agreement will be provided to the volunteer.