

## VOLUNTEER CONFIDENTIALITY RULES

Under federal law, state law and school policy, all information related to Dickinson Public Schools 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. 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.

**VOLUNTEER CONFIDENTIAL AGREEMENT FORM**

I, (print name) \_\_\_\_\_, as a volunteer for Dickinson Public Schools 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 Dickinson Public Schools KAAB-E**