

CONFIDENTIALITY

State and Federal Law – the Federal Education Rights and Privacy Act (FERPA) provide very clear protections to students' private and confidential information.

What does this mean?

- You may not discuss or answer questions with anyone other than a designated school teacher or administrator, regarding confidential student information that you learned in the course of your work as a volunteer. This might include:
 - Academic standing, grades, test scores
 - Attendance
 - Financial status (free/reduced lunch eligibility, for example)
 - Health information, diagnoses, treatments, medications, etc.
 - Disciplinary records
 - Any student education record
 - Any personally identifiable student information

So when you are working with a student in a classroom, you might be told, for instance, that the student has an Individualized Education Plan (IEP) and that there are certain things the school is doing to help that student learn in the way that is best for that student. (Maybe the student needs to take frequent breaks, or does work that has been modified or is different from the other students in the class.)

If you are volunteering on a field trip, you might be told of a particular medical issue that a student has – so that you can respond appropriately should an emergency arise (maybe a student allergic to bees gets stung on a field trip to the apple orchard). Maybe so you can prevent a student from eating something to which they are allergic. Maybe when you are reading to a student the child tells you that his parents are getting a divorce and he is really sad because of it. You are not able to disclose ANY of this information.

Pictures

When you are serving as a volunteer for a field trip or a school field day or awards assembly, etc., please check with the teacher or Administrator (Principal, Assistant Principal) about what and how you may use those pictures. Social Media, Yearbook, etc.