

STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT FOR DISTRICT VOLUNTEERS

We thank you for considering a volunteer position in the Guilderland Central School District. The District places the utmost importance upon protecting the privacy of our students. Therefore, we ask you to review the following guidelines regarding the handling of “student information.” Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the District. Students’ work, such as artwork or scholarly work, is also protected by law and cannot be shared publicly without permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights Act of 1974 (FERPA). Accordingly, volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the District confidential. During your interactions with teachers and students, you may be exposed to sensitive and personal student information which should not be shared with anyone other than the designated district personnel. This includes a student’s own parents or guardians. For the purposes of this agreement, student information includes, but is not limited to, the following:

- Student work
- Information/documents concerning students’ academic standing
- Test scores and grades
- Attendance records
- Financial records/information
- Family/Personal information
- Health information/records
- Disciplinary information/records

At no time should student information/records be removed from the school or shared with others, unless expressly authorized and approved by the building principal and/or their designee.

AFFIDAVIT

As an approved volunteer of the Guilderland Central School District, I declare that I will not discuss the confidential information of any student with persons other than designated district staff members and/or administrators, including the student’s parents, during or following my role as a volunteer in the Guilderland Central School District. Further, I will use reasonable efforts to prevent the unauthorized disclosure of student information by other parties or means. I understand that any violation of the confidentiality guidelines of this agreement may result in my termination as a Guilderland Central School District volunteer.

Signature of Potential Volunteer: _____ Date: _____

Name of Potential Volunteer (please print): _____

Equal Opportunity Statement

The Guilderland Central School District does not discriminate against volunteer applicants on any basis including, race creed, national origin, political affiliation, gender, marital status, veteran status or disability. The District welcomes all qualified volunteers and appreciates the support they provide to the GCSD educational program.

Adopted July 2, 2019