Ravena-Coeymans-Selkirk Central School District Student, Staff, Intern and Volunteer Privacy Statement and Confidentiality Agreement

This document must be signed by staff members at the beginning of each school year, and by new employees, volunteers, or interns within the Ravena-Coeymans-Selkirk Central School District. Under Federal law, state law and the Ravena-Coeymans-Selkirk Central School District's policy, all information about students maintained by the District is confidential with the exception of: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received. Staff information, with the exception of publicly available information concerning course offerings, scheduling, certification and salary, is also confidential and is not to be shared in conjunction with any personally identifiable information.

Students and staff in the Ravena-Coeymans-Selkirk Central Schools have the right to expect that information about them will be kept confidential by all staff members or student and administrative interns. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the Ravena-Coeymans-Selkirk Central School District, which disseminates a student's education records without his or her parent's consent.

You may use confidential student and staff information <u>only</u> for the purpose authorized by the school or district administrator. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student or staff member.

Each student with whom you work has the right to expect that <u>nothing</u> that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators within the district. Even when discussing a student with those who <u>are</u> directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or wellbeing.

You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the principal or district office administrator.

Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the principal or district office administrator. You may not share information about a student or staff member even with members of your own family or the student's family.

Before you speak, always remember that violating a student or staff member's confidentiality isn't just impolite, it's <u>against the law!</u>

Agreement

I, (print r	name)	,as a
	Staff Member, Intern or Student Tea	acher,
	Administrative Intern, Voluntee	r
and und Member confiden school p such info access t below. I	e Ravena-Coeymans-Selkirk Central School District acknowerstand the Ravena-Coeymans-Selkirk Central School District Privacy Statement and Confidentiality Agreement. I agreement information about a student or staff member to anyone personnel. I will forward to the principal or district office adrormation from those not directly involved in the student's end of use confidential student and/or staff information only with will redact any personally identifiable information if student for reports, projects, presentations or dissertations.	trict Student and Staff e never to disclose any other than authorized ministrator all requests for ducation. I will have hin the areas authorized
	Signature of Applicant or Staff Member	Date
	Authorization and Acknowledgement – if app	licable
In	tern or Student Teacher with access to Student (circle all t	nat apply):
a. b. c. d. e.	Academic standing (including student grades and test so Attendance; Financial status; Physical/mental health identity and history; Disciplinary status/records.	eores);
Principa	I/Superintendent /or Assistant Superintendent Signature	Date
the area	dministrative Intern with access to Student and Staff informs of study to be examined. Confidential staff member inforcensent. Cess to specific items as deemed necessary -	
Su	perintendent /Assistant Superintendent Signature	Date

This document to be kept on file within the District Office and may be renewed each year as needed.