

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 only 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 nothing 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 are 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.

