



Volunteer/Visitor Confidentiality Guidelines Simpson County School District

Thank you for your interest in volunteering in the Simpson County School District (the “District” or “SCSD”). Volunteers provide a valuable service to our schools and the District appreciates the time, talent, commitment, and energies given by all volunteers.

The continued safety of our students and staff is a top priority for the District as is the protection of confidential student information. Volunteers are encouraged to report any inappropriate behavior or governmental action that they observe to the building administrator, their supervisor or the District’s Compliance Officer.

CONFIDENTIALITY AGREEMENT

By spending time in the schools as a volunteer/visitor, you may see and hear things about students’ work and behavior that need to remain confidential. Further, you may, under limited circumstances, have access to student education records and other student information.

SCSD students have the right to expect that information about them will be kept confidential by all volunteers/visitors. 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 (“FERPA”).

Volunteers/visitors must not repeat anything that happens to or about a student to anyone other than authorized school department employees, as designated by the administrators of the SCSD school at which they are volunteering/visiting. Confidential information may not be discussed in any form, including any type of social media. Volunteers/visitors should not ask a student personal questions that will invade their right to privacy; however, volunteers/visitors should listen without judgment if students wish to share. Though volunteers/visitors should respect the confidentiality of any information a student may share, if a safety or at-risk issue is revealed a volunteer/visitor should share this information with the teacher or an administrator.

As a SCSD visitor/volunteer, you agree to the following:

1. I will not discuss with others the identity of any student at any SCSD school, event or program;
2. I will not discuss with others the content of any specific student records, nor will I disclose personally identifiable student information;
3. I must, upon my discovery, immediately report any breach or suspected breach in confidentiality, to the teacher, school principal, or District Compliance Officer;
4. I, as the volunteer/visitor, understand that I may only interact with the student(s) I am designated to observe/interact with and no other student(s) in the classroom and/or building;
5. I will 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, grandparents, or nurses/physicians. A grave medical emergency, in which confidential information may be necessary for a student’s care, is an exception;
6. I understand that questions about individual students or the content of confidential student records must be directed to a teacher, principal, or appropriate SCSD administrator.