

Shelburne Community School

Statement of Confidentiality and Ethics

We, the Shelburne Community School faculty, staff, substitutes, parent/student/community volunteers, and student interns will communicate information about students with only school professionals who are directly responsible for the students. We will hold in the strictest confidence the names and any personally identifiable information about students and families.

We understand the concepts of confidentiality and will practice these concepts in our involvement with students, parents, staff, other professionals, and members of the community.

We will exercise appropriate discretion and sensitivity as required within this community.

As professional staff or volunteers, if we are concerned about any specific matter regarding confidentiality or ethics, we will speak to our immediate supervisor or the principal of the school.

Confidentiality Agreement

The Shelburne Community School staff and faculty are obliged to adhere to the provisions of the civil rights FERPA (Family Education Rights and Privacy Act, sometimes known as the Buckley Amendment) law. The school as well as its employees are trustees of all the educational information surrounding its students.

As we hold the employees to fulfilling their obligations under this law so too are all visitors and volunteers at SCS held to the same law.

Any volunteer's discussion regarding a student can only be made with that child's teacher(s) or a faculty member who is currently involved in that student's education. A volunteer may have contact with a student in some of these ways:

- Working one-on-one or in small groups
- Filing student information
- Team discussions
- Being in the classroom
- Doing a project for a teacher
- Carrying out behavior plan
- Correcting work
- Observing any and all verbal or behavioral exchanges where a student is involved

If a volunteer has questions or concerns regarding a student, they should discuss them with the classroom teacher or an administrator.

If a volunteer or employee shares any information learned about a student through their presence at the school, that person can be held personally liable by the parents of the student as well as by the school, for violation of the federal FERPA law.

Volunteers may not even share information with a child's parent. Information can only be released by the child's teacher(s) or school official involved with that child.

Please read the attached document titled "Confidentiality and the FERPA Law" before signing this document. By signing this form you are verifying that you understand the provisions of the FERPA law.

Name (please print) _____

Signature: _____

Date: _____

Teacher/Team: _____