



Privacy Statement and Volunteer Confidentiality Agreement

Under federal law, state law, Coburg Community Charter School policy, **ALL** information about students maintained by Coburg Community Charter School is confidential with the exception of: student names, dates of attendance, degrees and awards and most recent school attended. ALL information about student families, school employees, school staff, school clients, and school volunteers is considered confidential with the exception of any information that is considered public under federal, state, or local laws. Any information to be disclosed must be disclosed only by an authorized administrator of the school.

Students, student families, employees, staff, clients, and other volunteers in Coburg Community Charter School have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Education 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 Coburg Community Charter School, which disseminates a student's educational records without parental consent.

- Each student with whom you work has the right to expect that no information regarding any interaction with the student will be repeated to anyone other than authorized school employees, as designated by the administrator at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, administrator, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.
- You may use confidential student information only for the purpose authorized by the 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.
- 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 nurse/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).
- Parents, friends, or community members may, in good faith, ask you questions about a student. You must refer all such questions to the administrator. You may not share information about a student even with members of your own family or the student's family. When another parent asks you as a volunteer, about a student, refer those questions to the teacher or administrator.
- Before you speak, always remember that violating a student's confidentiality is **against the law!**

Confidentiality Agreement

I, _____, as a volunteer at Coburg Community Charter School, have read and understand the Privacy Statement and Volunteer Confidentiality Agreement, and do hereby agree to preserve the confidence, all information concerning students, families, clients, employees, staff members or volunteers that may be disclosed during the course of performing the job I am assigned. I also agree to not share any information obtained while volunteering, or performing other non-paid services with Coburg Community Charter School.

As a volunteer, I shall indemnify and hold harmless Coburg Community Charter School, its officials, agents employees, volunteers, and representatives, from, and shall defend at my sole expense, against all claims, demands, damages, suites of law or equity, liabilities, loss, judgements, liens, expenses, and cost arising out of or occasioned by the performance, act, and/or omissions by me, my employees, agents, family, friends or representatives related to any activity and/o services performed by me in my capacity as a volunteer at Coburg Community Charter School.

Signature: _____ Date: _____