There are many rules and procedures that apply to Pinellas County Schools volunteers – you have already learned about the most important of them in your during your volunteer orientation.  In fact, the School Board has formally adopted a policy that contains some of the basic rules and procedures – School Board Policy 9180, entitled “Volunteers.”  You may review that policy on our website, [www.pcsb.org](http://www.pcsb.org), by navigating under the “About Us” tab at the top of the page, and clicking on “District Bylaws and Policies.”

Today, I want to emphasize one of the more important rules you must follow – confidentiality.  As a volunteer, you will be exposed to various confidential information, such as student information and possibly certain employee information.  It is critical that you do not share confidential information with anyone unless the sharing is necessary for you to perform your function as a volunteer.

Of course, to apply this rule, you need to know what information is confidential.  So, let’s review some of the more common examples of confidential information.

The primary category is information regarding students and their families.  This “student record” information is confidential and, again, should not be released to anyone, whether inside or outside the district, unless the release is necessary to perform your function as a volunteer.  One example of this would be to share information with a teacher or supervisor about a student’s homework or information a student tells you about a new medication he is taking.  Of course, you are allowed to share student information with parents since the information relates to them and their child.

Student information includes name, address, phone number, grades, disciplinary history, ESE information, and any other information that directly relates to a student.  Both federal and state law make student information confidential.  You may have heard of the federal law, the Family Educational Rights and Privacy Act, also known as FERPA.  This law, and a corresponding Florida statute, protect families against the release of student information outside of those in a school district who need to know the information to do their jobs.  If you have any question whether student information should be released, you should check with the volunteer Family Community Liaison.

Other examples of confidential information include:

* Social security numbers, regardless to whom they belong – an employee, volunteer, student, or anyone else.
* Employees’ payroll information.
* Any medical information of any person.
* Background check information of any person.
* Information regarding ongoing investigations, whether criminal or school-based.

In the end, please remember the general rule that you should not share confidential information with anyone unless you need to in order to perform your job as a volunteer.

I hope that this video has provided you with a clear understanding of the most common forms of confidential information and your duty to keep such information confidential.  If you have questions about any part of your volunteer service, including confidentiality, I encourage you to speak with the volunteer Family & Community Liaison or the Principal at the school, who can provide further guidance to you.

Thank you for your service.