



FERPA and Confidentiality Policy

Purpose: To provide guidelines for the board, volunteers, and staff regarding FERPA and confidentiality of information within Voyager.

FERPA The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Department of Education. The law prohibits a School from disclosing personally identifiable information from students' education records without the consent of a parent or eligible student, unless an exception to FERPA's general consent rule applies.

School employees, contractors and volunteers are exposed to confidential information daily. Information concerning children and their families should be treated as confidential information, including personally identifiable information from students' education records. Voyager staff with access to this information do not have the right to give this information to anyone who does not have a legitimate professional reason for access. Teachers or other staff members can be held liable for the individual release of information. Staff members are not permitted to discuss information about their students in open areas or where parents or other students have access. Anything said in meetings discussing students is considered confidential! Please do not put a student's name in the subject box of an email. Treat their names as confidential as well.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a School beyond the high School level. Students to whom the rights have transferred are "eligible students." If you have questions regarding FERPA or have received a request for educational records, please contact the Director. See FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Confidentiality Respecting the privacy of our students, donors, staff, and volunteers of Voyager itself is a basic value of School. Confidential information should not be disclosed or discussed with anyone without permission or authorization from the Board of Directors. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of School may be exposed to information, which is confidential and/or privileged and proprietary in nature. It is the policy of the School that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.