

School Year: _____

Classroom: _____



VOLUNTEER CONFIDENTIALITY AGREEMENT

We would like to thank you in advance for your interest in volunteering. Educational research has consistently demonstrated that the most successful schools have the highest level of parental participation.

In a school setting, there are many instances in which confidential information is discussed to better understand students and how we can help them. When working in the school as a volunteer, there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer, you must agree that if you do hear information about a student or family, you will not repeat it.

In addition, maintaining confidentiality about what is observed or witnessed in the classroom (behavior, interpersonal relationships, grades, etc.) or what the children themselves divulge to you while you are helping is equally important.

This, however, does not prohibit you from sharing any concerns you might have with a teacher or school administrator.

Following this practice will protect our students' interests and those of their families, creating a better environment for all.

Additionally, two laws govern student confidentiality, FERPA (Family Educational Rights and Privacy Act) and IDEIA (Individuals with Disabilities Education Improvement Act). Confidentiality must be maintained for all students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws.

A volunteer should not discuss a student's confidential information with anyone other than the classroom instructor, administrator, or staff member. The volunteer should not share any written or verbal statements outside the school that would disclose the child's disability. In essence, only those who work directly with the student are considered to have a "need to know." If at any time a volunteer violates these confidentiality terms, their volunteer services may be terminated.

As a volunteer:

I understand that during my volunteer time with Pasadena Christian School, I may become aware of confidential information about specific families or students. This information may include students' grades, academic performance, development, behavior, relationships, disabilities, and related matters.

By signing this agreement, I understand and agree that I will not disclose such confidential information except to school employees who have a need to know.

Print Name

Signature

Date