



## VOLUNTEER CONFIDENTIALITY AGREEMENT

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

In a school situation, there are many instances in which confidential information is discussed in order 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 things that are seen or witnessed in the classroom (behavior, interpersonal relationships, grades, etc.) or things that the children themselves divulge to you while 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 ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, two laws govern the confidentiality of students. FERPA (Family Educational Rights and Privacy Act) and IDEIA (Individuals with Disabilities Education Improvement Act). Confidentiality must be maintained relative to 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 confidential information about a student with anyone other than classroom instructor, administrator, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

*As a volunteer:*

*I understand that in the course of my volunteer time with Pasadena Christian School, I may become aware of confidential information about specific families or students. This information may include such information as 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 that have a need to know.*

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Print Name	Signature	Date
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