



Volunteer Confidentiality Agreement

There are federal and state laws that protect the privacy rights of students and families: FERPA (Family Educational Rights and Privacy Act), and IDEIA (Individuals with Disabilities Education Improvement Act). 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 schools, there may be times when this information is discussed; as a school volunteer, you must agree that you will not repeat this outside of the school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A school volunteer should not discuss a child's education with any individual outside of the classroom instructor, building principal, or staff member. The school volunteer should not carry any written or verbal statements outside of the school that would divulge a child's educational information. 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, termination of your volunteer privileges may occur.

As a school volunteer:

I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. I will keep confidential matters private.

By signing this agreement, I am stating that I have watched the video on volunteer confidentiality and will not divulge information about any student or family to any person outside the school setting and will abide by the Administrative Guidelines for School Volunteers.

Signature

Date

Print Name