

Maryville City Schools Volunteer Confidentiality Agreement



Confidentiality is essential. Any personal information regarding students and teachers must never be discussed outside of the classroom or with anyone other than the classroom teacher.

Level 2 and Level 3 Volunteers must complete this agreement and complete a Volunteer Application.

Respect for confidentiality is one of the most critical and important aspects of a school volunteer position.

Students and parents have a legal and ethical right to individual, as well as data privacy.

Below are guidelines to follow when volunteering within Maryville City Schools.

1. Consider, as general rule, putting yourself in the students and parents' position: What information would you want discussed with others regarding your child? In what settings, and with whom?
2. Never use students' names or share information regarding their programs, behaviors, or academic progress with non-school employees. Do not divulge any information learned in the performance of the volunteer job or through written documents.
3. If you need to discuss a confidential matter regarding a student, follow the proper channels and engage in that discussion with the Maryville City Schools Assigned Supervisory Personnel. If necessary, elevate privacy conversations or concerns to the school principal.
4. Refrain from reading any confidential documents located within the classrooms unless explicitly provided to you as part of your service to the school.
5. Support the teacher's techniques, materials and methods, especially in the presence of students, parents, and other volunteers. Specific questions or concerns should be privately directed to the specific teacher or school administrator as appropriate.
6. Remember, when working within special education, Title I, and/or with a child under a 504 Plan, any individual Education Plan (IEP) is a legal document developed by a team based on a student's need with goals and objectives in areas of service. When necessary and only on a need to know basis, a teacher may review the content of said plans with volunteer. Confidentiality is the guidance.
7. Social Media: While on volunteer duty, please refrain from taking photographs and videos of children not under your parental rights or custody. Some parents do not want their child exposed in social media outlets. Please demonstrate respectful digital citizenship practices and not post videos or photographs of other people's children online with names or identifying information of their children, unless you believe you have both permission and support.

I have read and been instructed on confidentiality. I have read and received the FERPA notice.

Print name: _____

Signed: _____

Date: _____

Child's Name: _____

Child's Homeroom: _____