

Student's name: _____ Teacher's Name: _____

4532 SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Persons wishing to volunteer must contact the Superintendent or Building Principal or other individual designated by the Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify two non-family member personal references. The Superintendent or Building Principal may contact references before the volunteer begins rendering volunteer services.

The district shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

School volunteers may not access student personally identifiable information, except if permitted under policy 5500, Student Records.

Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Cross-ref:

5500, Student Records

Ref:

Family Educational Rights and Privacy Act, as amended, 20 USC §1232g; 34 CFR §99.31(a)(1)(i)(B)

Adoption date: August 22, 2019

4532.1F – SENECA FALLS CSD APPLICATION FOR VOLUNTEERS

NAME: _____

ADDRESS _____

STREET CITY STATE ZIP

PHONE: _____

HOME CELL WORK

LIST YOUR CURRENT OR LAST EMPLOYER:

NAME _____ From: ____/____/____ To: ____/____/____

ADDRESS _____

(STREET/CITY/STATE/ZIP)

Have you ever been convicted of violating any Law (except traffic violation)? Yes No

If yes, attach a summary of details. Disclosure of a criminal record does not automatically disqualify you from volunteer consideration. Your case will be judged on its own merits.

THREE (3) REFERENCES

NAME _____ PHONE (____) _____ - _____

ADDRESS _____

(STREET/CITY/STATE/ZIP)

NAME _____ PHONE (____) _____ - _____

ADDRESS _____

(STREET/CITY/STATE/ZIP)

NAME _____ PHONE (____) _____ - _____

ADDRESS _____

(STREET/CITY/STATE/ZIP)

The District reserves the right to contact any prior employers and/or the personal references listed.

What volunteer services are you willing to perform?

Authorization: *I authorize investigation on all statements contained in this application.*

Signature _____ Date _____

The district prohibits volunteers from accessing student information. The district expects that if volunteers discover any information about students in the course of their volunteer duties, they shall not disclose such information to anyone other than a school official with a legitimate educational.

BUILDING OFFICE USE ONLY

Reviewed by _____ Date _____

Approved Disapproved

4532.2F- STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT FOR SCHOOL VOLUNTEERS

Your service as a volunteer in our school is greatly appreciated. In your association with teachers and students, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. Confidentiality is of the utmost importance in your work with teachers and students. You may not discuss a child even with that child's parents/guardians; nor are you to contact parents/guardians regarding the behavior or performance of students. You must always refer any questions regarding students to the student's teacher or the Building Principal. If you need help with a student, discuss the matter professionally with the child's teacher or other designated school official. Before beginning service as a volunteer in our School District, it is requested that you acknowledge your intent to fulfill this responsibility by endorsing the statement below.

1. I will not discuss with others, when serving as a volunteer or when no longer in a volunteer role, the content of any confidential student information which was learned in the course of or because of my volunteer work in the school; nor will I disclose or permit to be disclosed, directly or indirectly, student education records, personally identifiable student information in such records, or other confidential information regarding any student. Exceptions to this rule include my ability to discuss student information with designated staff members and/or as authorized by administration;
- a. The confidentiality of student information shall include, but not be limited to, the following topics:
 - a. Academic standing (including student grades and test scores);
 - b. Attendance;
 - c. Financial status;
 - d. Physical/mental health identity (disabilities) and history;
 - e. Disciplinary status/records.
2. I further understand that, in accordance with the Family Educational Rights and Privacy Act, "educational records" (generally defined as "those records, files documents and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution") cannot be released except as enumerated in law, without parent/guardian permission;
3. As a volunteer, I understand that I am not authorized to examine, release or comment on student records/information unless expressly authorized by school officials in accordance with applicable law;
4. While in the possession and control of confidential student data, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals;
5. I will never take any confidential student data off campus unless authorized by the Building Principal or his/her designee;
6. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the school administrator and/or staff member that supervises the volunteer;
7. I must report any breach or suspected breach in this confidentiality agreement to the Building Principal or his/her designee.

Volunteers in our School District shall perform tasks only under the supervision and guidance of appropriate staff, and are expected to comply with all District rules and regulations. Orientation and in-service training will be provided by appropriate staff to help ensure volunteer awareness of their duties, responsibilities and expectations; and will stress the issues and importance of confidentiality of student information. Volunteers shall be given selected materials,

including applicable Board policies and/or administrative regulations that address the role of the volunteer.

Violation of these guidelines may constitute cause for termination of the volunteer services. The Superintendent or his/her designee is responsible for decisions concerning continuation or discontinuance of volunteer's activities.

Volunteer Confidentiality Agreement and Signature
(required for all volunteers)

By signing, I acknowledge that I have read, understand, and will comply with the Confidentiality Statement above:

NAME OF VOLUNTEER PLEASE PRINT

SIGNATURE OF VOLUNTEER

DATE

SIGNATURE OF ADMINISTRATOR

DATE

This Confidential Agreement will be kept on file in the Main Office of the building to which the volunteer is assigned. A copy of the Agreement will be provided to the volunteer.