

PIÑON ELEMENTARY SCHOOL VOLUNTEER CONFIDENTIALITY AGREEMENT



Dear Volunteer,

We appreciate your service to Piñon Elementary and commitment to helping students achieve and feel successful. Following are some guidelines regarding confidentiality. Families have the right to protection of personal information in the relationship with Piñon Elementary.

Confidentiality - Volunteers must be committed to keeping what they see and hear to themselves. This is important not only as a common courtesy, but is a legal requirement.

Volunteers do not have access to student records (other than those of their own children). In the case of student work, volunteers may assist with some student work directed by the teacher. Since all volunteers work in classrooms and on campus, all volunteers will be required to sign and adhere to the following agreement.

By signing this agreement I acknowledge that I have read the preceding explanation of confidentiality and I will abide by the guidelines set forth:

I WILL:

- Support all students and services needed in the classroom.
- Treat all students equitably.
- Realize that all students are unique and may have special needs.
- Refer to the classroom teacher for behavioral or academic concerns of students.

I WILL NEVER:

- Discuss a child or family in front of that child or any other child(ren).
- Discuss a child or family with other volunteers, visitors, parents, staff, or friends.
- Discuss the behavior or professional practice of a teacher except to the immediate supervisor when concerned about student learning or safety.

SUPERVISION GUIDELINES:

- Volunteers should not bring younger children with them when volunteering in any capacity.
- Abide by all LAPS and Piñon behavior expectations of Safe, Respectful & Responsible and insist that students under my supervision do the same at all times.
- Demonstrate our core values Character, Community, and Commitment to learning by acting in a professional manner when working with students with the understanding that volunteers are seen as an extension of the classroom teacher and district .
- Make student safety the number one priority and communicate with the classroom teacher as needed for assistance in any issues that may arise.

Volunteer Name: _____ Volunteer Signature: _____

Location(s) of Volunteering: _____

Teacher Signature: _____

Principal Signature: _____ Date Approved: _____