



Volunteer Confidentiality Agreement

2017– 2018

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children, their families and staff is privileged information. Trust must be established and maintained. Volunteers must follow these guidelines:

- ◆ Treat all information as personal and confidential regardless of source.
- ◆ Deal impartially with students regardless of background, ability, physical or emotional maturity.
- ◆ Parents, friends, or community members may in good faith ask you questions about a student's progress or problems. You may not share information about a student with members of your own family or the student's family.
- ◆ Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Academic and health records
 - Test scores and grades
 - Discipline and classroom behavior
- ◆ Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's **against the law!**

I understand volunteering at KTEC is a privilege and not a right. The school administration reserves the right to deny or remove any volunteer violating confidentiality or any district policy.

By signing this agreement, I am stating that I will not divulge information about any student. Their families or staff member to anyone other than authorized school personnel. If there are any questions, I will refer all questions to a school administrator.

Signature

Date

Print Name