

Dear Volunteer,

Your service as a volunteer in our schools 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, coach or the building principal. If you need help with a student, discuss the matter professionally with the child's teacher, coach 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.*

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.

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

Volunteer Confidentiality Agreement and Signature

By signing, I acknowledge that I have read, understand, and will comply with the expectations described above.

Name of Volunteer (please print)

Signature of Volunteer

Date

Signature of Administrator

Date

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

Reviewed by: _____ Date: _____

REMARKS:

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Principal Signature:	