

VOLUNTEER CONFIDENTIALITY AGREEMENT
ELEMENTARY EDUCATION
ALTOONA AREA SCHOOL DISTRICT

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information, about a student or family you will not repeat this outside of the school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

As a volunteer:

- o I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.
- o I will keep confidential matters private.
- o I also understand that volunteering in the AASD elementary program is a privilege and not a right. The school's principal 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 or family to any person outside the school setting.

_____ **Volunteer Signature**

_____ **Date**

Student Name: _____

Teacher: _____

Student Name: _____

Teacher: _____