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Confidentiality Agreement for Sitka School District Volunteers and other School Guests

Confidentiality is one of the most critical and important aspects of working with students with special needs. Students and parents have a legal and ethical right to data privacy. Below are guidelines to consider when working within the school system.

1. Consider, as a rule, putting yourself in the student's and/or parent's position: What information would you want discussed with others regarding your child? In what settings, and with whom?
2. Never use other student's names or share information regarding their programs with parents during staffings, or other conferences. Student records – anything which contains personal identifiable information – must remain confidential under a national law that applies to public schools (the Family Educational Rights and Privacy Act).
3. Student records sometimes include a 504 Plan or Individual Education Plan (IEP). If volunteers need information from these records, the supervising teacher or administrator will be responsible for communicating the required information.
4. Volunteers or other guest will not be given copies of confidential records. **No written documentation of any type regarding confidential information should be created or maintained outside of the district's procedures for student records. Note: Even substitute teachers may NOT make copies of and/or retain materials containing confidential student records.**
5. Information regarding specific students and programs should remain confidential and should not be shared in lunchrooms, staff rooms, or in the community. When having conversations about confidential information regarding a student or family, be aware of those around you who may be within hearing/reading distance – Look for a more private place within the school building.
6. Volunteers or other guests need to support teachers' techniques, materials, and methods, especially in the presence of students, parents, and other assistants. Questions should be directed to the specific teacher privately.
7. Individuals should question school policies or programs only through respectful channels, generally beginning with the direct program supervisor or the principal of the building.

I have read and been instructed on confidentiality.

Print Name _____

Signed: _____ Date: _____