

VOLUNTEER RESPONSIBILITIES

Confidentiality and Safety

Thank you for your willingness to be a school volunteer. You are an important component in the success of our students and we are appreciative of the time and talents you are donating. As a volunteer, you are requested to be aware of, and agree to, the required expectations and responsibilities on confidentiality and safety, which are consistent with those for all district employees. All volunteers are expected to comply with the following:

- Maintain strict confidence about students and staff. This includes health issues, academic performance and behavior, school problems, and student records of any form. The access to records by a volunteer shall be limited to legitimate educational interest particular to the duty performed and under the supervision of a District employee acting as a volunteer's supervisor.
- Refrain from taking pictures of students and/or staff and sharing them in a public format without consent.
- Refrain from discussing school practices, individual students and personnel, or personal opinions regarding all children, adults, and situations observed while volunteering unless there is a legitimate educational interest to protect the safety interests of individuals in the school. If you have a specific concern, please discuss it with the building administrator.
- Sign in and wear a volunteer badge and sign out and return badge when leaving.
- Be alert to individuals whom you do not recognize within the building and who are not wearing a name badge. Please insure that they return to the office to register appropriately.

References: School Board Policy 353.1