

Volunteer Confidentiality

Volunteers may see student records in the course of data entry or other assigned volunteer tasks. To make sure volunteers know the importance of keeping records confidential, the Cottonwood School District requires all volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records, student achievement, student discipline, and student conduct should be considered confidential. Volunteers should not discuss or repeat information learned regarding any of these matters.
2. All personnel records, personnel performance, and personnel discipline and conduct should be considered confidential. Volunteers should not discuss information learned regarding any of these matters.
3. Records should not be left in a place where they can be viewed by others and shall not be shown to others.
4. Copies of records should not be made without administrative approval and should not be shared without administrative approval.
5. Volunteers should not discuss or repeat information overheard or matters observed while in the staff lounge, classrooms, or offices or otherwise learned in a volunteer capacity.
6. Volunteers should not discuss information obtained or personal observations made while in a classroom, hallway, or other location where students attend, such as a student's grade, discipline, disability, or behavior, with anyone other than the student's teacher or the school administrator.
7. Directory information, including students' names, as defined in Procedure 3570p Student Records, and staff names, and contact information can only be shared with administrative approval.
8. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
9. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature