

VOLUNTEER CONFIDENTIALITY

Volunteers may encounter student records while serving at the school. To make sure volunteers know the importance of keeping records confidential, the Bonneville Joint School District No. 93 requires all volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
 - a. Student records should not be left in a place where they can be viewed by others.
 - b. Copies of records can only be shared with administrative approval.
2. Volunteers should not discuss or repeat information overheard from teachers or administrators while in the staff lounges or offices.
3. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
4. Directory information, including students' and staffs' names, addresses, telephone numbers, date and place of birth, a student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
5. Any knowledge of a violation of this Code of Confidentiality will be immediately reported to the school administrator and the staff member who supervises the volunteer and corrective action will be taken up to and including termination.

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

Date

Signature