

## CONFIDENTIALITY

We appreciate your interest in volunteering in our school district. Confidentiality is an important part of the responsibility of the volunteer.

There are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working as a volunteer, there may be times when this information is overheard. You may also observe events that are sensitive in nature. As a volunteer, you must agree that you will not repeat what you have seen or heard. This will ensure the protection of our students' interest and their families.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than Hopkins Public Schools staff members who work directly with this student. Volunteers should keep in confidence any information learned pertaining to a student's academic, social, or behavioral performance.
- You may not share information about a student even with others who are genuinely interested in the student's welfare. Parents, friends, or neighbors may in good faith ask you questions about a student's problems or progress. Please refer all such questions to the student's teacher or principal.
- Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA"). Remember that violating a student's confidentiality isn't just impolite; it's against the law.

**THANK YOU FOR DOING THE BEST JOB WE HAVE TO OFFER AT OUR SCHOOL,  
HELPING KIDS!  
WE APPRECIATE YOUR SUPPORT AND HOPE YOUR EXPERIENCE IS A POSITIVE ONE.**

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### CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, understand that in the course of my volunteer time at Hopkins Public Schools, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, or related matters. I understand and agree that I will not disclose such confidential information.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**Excellence.  
Every School.  
Every Student.  
Every Day.**

# Getting Started with your VOLUNTEER

## Staff Guidelines

### Meet with your volunteer

Introduce your volunteer to key people in the school. Show how to sign in and pick up a nametag, where to hang a coat, lock up a purse. Also point out the staff lounge, staff restrooms and any other rooms in the building that will make volunteering comfortable in your school.

### Rules and Procedures

Explain school rules and emergency procedures. Clearly define what you consider confidential information about students, and the need to report to you any information about abuse or other concerns the volunteer might have about a student. Volunteers should have a signed confidentiality agreement on file with the volunteer application. Both office staff and the staff member working with the volunteer should have a copy of the volunteer's application at hand in case you need the emergency number.

### Volunteer Position

Your volunteer has been screened for this position, but every volunteer should work with students under direct staff supervision. This requirement is for the safety of both our students and our volunteers.

Discuss the work that the volunteer will be doing and provide ongoing training to ensure that the volunteer will be successful and the students will be guided properly. Explain how this volunteer responsibility fits into the overall program so the reason for the task is fully understood.

Be sure to point out on the school calendar if the volunteer's regular time falls on a non-school day or if a fieldtrip or other event would interfere with the normal commitment. Also discuss the best way for the volunteer to let you know about an illness, vacation, etc.

### Successful Collaboration

Take time to learn all of your volunteer's interests, talents and skills. Remember that your volunteer is not a trained teacher, so your support and supervision is key to your success working together. Your volunteer should carry out the job as you have trained, and should receive feedback to improve job performance.

### Appreciation

Show your volunteers how much you appreciate the valuable job they do: a sincere "welcome" and "thank you" every time, a surprise treat, a student created thank you card, an invitation to a class or school activity (music concert, play, carnival, etc.); celebrate your volunteers' birthdays, write an article for the school newsletter honoring each volunteer, put a photo of each of your volunteers "in action" on a thank you poster for all to see. There are many easy ways to make your volunteers aware of how grateful you and your students are for their dedication!

### If Difficulties Arise

Usually a candid conversation will solve problems. Be respectful and explain your reasons for bringing up the subject with your volunteer. If you need further assistance, please call the District Volunteer Coordinator, Barb Westmoreland at x4069.

Thank you for making volunteers welcome in our schools!