

Wolfe Elementary School Confidentiality Agreement

Wolfe Elementary appreciates your willingness to serve in a volunteer capacity assisting the teacher/staff member with day-to-day activities.

The district is obligated, by law, to preserve confidentiality. As you work with staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know them.

Like teachers, volunteers, are obligated to respect students' and families' right to keep confidential matters within the school. The staff and students need to know they can trust you.

Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. Please keep this confidential too. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or principal.

The professional staff at Wolfe is responsible for everything that goes on in the building including student instruction, safety and discipline. Volunteers supplement and support the program. They may not:

- ❖ Provide the curriculum or teaching plan
- ❖ Discipline students
- ❖ Take charge of the classroom for any length of time
- ❖ Have access to materials in student's permanent files
- ❖ Diagnose students' needs
- ❖ Evaluate achievement
- ❖ Counsel students
- ❖ Discuss student progress with parents or anyone outside the school setting

I have read and understand the above information and agree to abide by these guidelines during my volunteer work at Wolfe Elementary School.

I will be working with (teacher/staff member)_____

Volunteer Signature

Date