



## Volunteer Confidentiality Agreement

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and plan for their services. When working in the schools as a volunteer, there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information about a student or family you will not repeat this outside of the school/classroom setting. This will ensure the protection of our students' interest and their families.

Additionally, there are laws that govern special education confidentiality, FERPA (Family Education Rights and Privacy Act) and IDEA (Individuals with Disabilities Education Act). These entities indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability or classroom performance with any individual outside of the classroom instructor, building principal, program coordinator, or staff member. The volunteer should not use any written or verbal statements outside of the school that would divulge the child's disability or classroom performance. If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

### **As a volunteer:**

- **I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work as a volunteer.**
- **I will keep confidential matters private.**
- **I understand that volunteering in a WCES environment is a privilege and not a right. The school's principal or program coordinator reserves the right to deny or remove any volunteer violating confidentiality policy.**

**By signing this agreement, I am stating that I will not divulge information about any student or family to any person outside the school setting.**

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**Volunteer Signature**

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**Date**

**Student:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Jami Hodge – Director**

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[www.wces.co](http://www.wces.co)