**Guidelines and Confidentiality Agreement for School Volunteers**

**Daniel Pratt Elementary School**

**Principal: Donna Finch**

Thank you for volunteering to be a helper at Daniel Pratt Elementary School. Your assistance and support are greatly appreciated! The administrators, faculty, and staff of DPES strive to uphold a positive, nurturing learning environment for our students. To help us maintain this type of environment, you will be expected to adhere to the following:

1. Upon arrival, sign in at the office and wear a visitor’s badge at all times. When you are finished, please sign out.
2. As a volunteer, you will work under the supervision and/or direction of one or more DPES employees.
   * When helping in the classroom, the teacher is in charge of all areas of the classroom, and volunteers are expected to take direction from the teacher.
   * For all other areas of volunteering, including chaperoning, your role as a volunteer is to support school staff; your role does not replace or exceed the authority of any DPES employee.
3. You must always maintain confidentiality. You are not permitted to share, in any verbal, written, or electronic manner, any personal/confidential information about DPES students, employees, parents, families, and volunteers with any individuals who are not current employees of DPES or with any DPES individuals who do not have an educational need to know that information, without express and written consent from the school’s administration.
   * Examples of confidential information include (but are not limited to):
     + Personal information about DPES students, employees, parents, families, and other volunteers
     + Academic, medical, physical, or mental-health related information pertaining to DPES students, employees, parents, family members, and other volunteers
     + Behavior of a DPES student and/or the disciplinary action taken upon a DPES student
     + School-related information that has not yet been released to the public for reasons of safety, legalities, or otherwise (staff notices, activities in the office, planned future school activities).
4. You are to ensure that any information you are privy to is kept safe and secure from unauthorized access, which includes preventing access to any computer files, paper files, or other media, which may contain this information.
5. Understand that you are not to make or keep any electronic copies of any information discussed above.
6. Understand that not all information can or will be shared with volunteers, due to legal considerations.
7. Understand that you are not to impose any of your own personal, religious, or political views upon DPES students, employees, or other volunteers. Personal views include any negative opinions you may have about any DPES students, employees, parents, family members, or other volunteers.
8. Understand that
   * We cannot permit anyone who has not signed this agreement to serve as a DPES volunteer
   * We cannot keep volunteers who cannot adhere to one or more of these guidelines
   * This agreement will expire at the end of the current school year

Agreement to Terms:

By signing below, you are stating that you understand and agree to the terms of this agreement, and you are stating that you will address all questions and concerns related to this agreement, and/or to your experiences while volunteering, directly with the school principal.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Student Homeroom Teacher**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area(s) you would like to serve**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_