

CONFIDENTIALITY FORM FOR VOLUNTEERS:

Each certified employee who wishes to utilize the services of a volunteer may make the request through established administrative channels.

The district shall expect the following:

1. Volunteers shall serve in the capacity of helpers and shall not be assigned to duties which required specific professional training. Any instructional duties shall be done under the supervision or close direction of certificated staff.
2. Volunteers shall not discuss the performance or actions of students except with the student's teacher, counselor, or principal.
3. Volunteers shall refer to a regular staff member any student problems which are not routine.
4. Volunteers will keep confidentiality of all information pertaining to student forms, testing, files and student behavior.

As a general rule, volunteers shall be utilized in ways that enhance the educational efforts of the district. Examples of activities for volunteers may include:

1. Reading to students, or listening to students read.
2. Specialized talks or demonstrations.
3. Mailings or public informational tasks.
4. Helping prepare displays of bulletin boards.
5. Preparation of classroom materials.
6. Routine classroom assistance, such as monitoring individual student work.
7. Clean-up activities.
8. Library and audio-visual duties.
9. Vision and hearing testing and/or approved medical surveys.
10. School activities supervision.

REVIEWED BY
AND AGREED TO BY: _____ **DATE:** _____

PRINCIPAL: _____ **DATE:** _____