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## VOLUNTEER CONFIDENTIALITY AGREEMENT

There are federal laws that protect the privacy of scholars and families. In a school situation there are many circumstances in which confidential information is discussed in order to better understand scholars and how we can help them. 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. This will ensure the protection of our scholars' interest and their families, thus creating a better environment for all.

Additionally, three laws govern confidentiality. Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Georgia Special Education Regulations, and Health Insurance Portability and Accountability Act (HIPPA). All bodies of regulations indicate that confidentiality must be maintained relative to academic, special education, and medical records of scholars. 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 medical information, or contents of his or her educational record. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

**As a volunteer:**

*I will keep confidential matters private.*

*I also understand that volunteering in any of Dubois Integrity Academy schools is a privilege and not a right. The school's principal and or designee reserve the right to deny or remove any volunteer for violating confidentiality or any school policy.*

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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.

Volunteer Name (Print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_