



Continental School District No. 39

Confidentiality Statement

All information with regard to students and student's records *is* confidential information and such information is to be treated in strict confidence by all volunteers.

Volunteers whose duties require them to review student files and records are not to divulge any information from any record unless they are specifically authorized to do so by their supervisor.

Volunteers whose duties place them in situations which permit them unintentionally to see portions of confidential records, but whose duties do not require that they review all or part of the records are not to divulge any information from any confidential record.

Information about students, which may not be recorded in school records by is gained during classroom activities or over heard during discussions, is equally confidential to the written record and is to be treated with equal confidentiality. Discussion relative to a student's instruction or academic support should be conducted only in the classroom and where they cannot be overheard.

Information received from the student regarding self or family is also confidential and must be shared only with the supervisor.

Any volunteer who violates the confidentiality of a student or his/her records may result in termination of volunteer placement.

I, the undersigned, agree to the confidentiality statement.

Volunteer Signature

Date

Site Administrator

Supervisor/Teacher