

Sample Volunteer Code of Confidentiality

North Clackamas School District is committed to maintaining the security and confidentiality of all student records and information. Selected volunteers with access to student records or information must adhere to the Volunteer Code of Confidentiality as outlined in the guidelines below. Violations of these guidelines may result in a reassignment and/or restriction of the volunteer's responsibilities by the administrator or designee.

All student records should be considered confidential.

Directory information, including student's name, address, telephone number, date and place of birth, student's photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and previous educational agencies or institutions attended, can only be shared with administrative approval.

Records should not be left in a place where they can be viewed by others.

Copies of records can only be shared with administrative approval.

Volunteers should not discuss or repeat information overheard while in the staff lounge, classrooms, offices, school grounds, hallways, school or extra curricular activities.

Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.

Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer, and/or school administrator.

Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the staff member that supervises the volunteer, and/or school administrator.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Volunteer Signature

Date

Administrator Signature

Date