

Ascent Classical Academy of Douglas County

School Volunteers: Student Privacy and Confidentiality Agreement

Your service as a volunteer in our school is greatly appreciated, and much of what we accomplish would not be possible without your help. As you engage with students, teachers, and administration, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. While we do not anticipate our volunteers routinely handling confidential information or student records, while working with students you may become aware of circumstances, such as situations regarding student discipline, that require you to abide by our student confidentiality policy as outlined here.

Confidentiality is of the utmost importance in your work with students and school staff. You may not discuss matters about a child with anyone outside of school staff, not even that child's parents or guardians; nor are you to contact parents or guardians regarding the behavior or performance of students. All communications about a child's schoolwork or behavior must go to the child's parents from the appropriate school staff, not from other parents. You must always refer questions or concerns regarding students to the student's teacher or a school administrator. If you need help while working with a student, discuss the matter privately and professionally with the child's teacher, administrator, or another designated school official.

All volunteers for Ascent Classical Academy of Douglas County are required to acknowledge their intent to fulfill this responsibility by endorsing the statements below.

- While serving as a volunteer and continuing after I am no longer in a volunteer role, I will not discuss or answer questions with others about the content of any confidential student information which was learned during, or because of, my volunteer work in the school. Nor will I disclose or permit to be disclosed, directly or indirectly, student education records, personally identifiable student information in such records or other confidential information regarding any student. Exceptions to this rule include my ability to discuss student information with designated faculty or staff members and/or as authorized by administration or by law.

- The confidentiality of student information shall include, but is not limited to, these topics:
 - a. Academic standing, including student grades and scores on assignments;
 - b. Attendance;
 - c. Financial or family status
 - d. Physical/mental health identity and history
 - e. Disciplinary status/records.

- I further understand that, in accordance with the Family Education Rights and Privacy Act, that any "education records" (generally defined as "those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution") cannot be released, except as enumerated in law, without parent/guardian permission.

- As a volunteer, I understand that I am not authorized to examine, release, or comment on student records/information unless expressly authorized by a school official in accordance with applicable law.

- While in the possession and control of confidential student data, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals.
- I will never take, share, or disseminate (whether in hard copy form or in digital format such as photographs or social media postings) any confidential student data off campus unless authorized by a school administrator or his designee.
- If concerns or questions regarding student records or issues of confidentiality are raised by myself or another person, I will bring them to the attention of the school administrator and/or faculty or staff member that supervises me.
- I will report any breach or suspected breach of this confidentiality agreement to the principal or his designee.

Volunteers at Ascent Classical Academy of Douglas County shall perform tasks only under the supervision and guidance of appropriate faculty and staff and are expected to comply with all rules and regulations. Violation of this confidentiality agreement or other volunteer guidelines may result in termination of the volunteer's services. The principal or his designee, in his/her full discretion, is responsible for decisions concerning continuation or discontinuation of a volunteer's activities.

By signing, I acknowledge that I have read and understand this **Student Privacy and Confidentiality Agreement**, and I will abide by my obligations set forth herein.

_____ Name (Print)

_____ Signature of Applicant Date

_____ Signature of Administrator Date