



## Volunteer Confidentiality Statement ~ 2009-2010

As you volunteer with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should **never be discussed** with anyone who does not have a professional right to know. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Please do not discuss a child's school progress or difficulties with anyone, including his/her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this information private, too. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or the principal.

By signing below, I understand confidentiality shall be kept regarding any matters learned while volunteering at Athens-Chilesburg Elementary. This code of conduct will be followed by all volunteers.

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

Printed Name: \_\_\_\_\_

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

### **NOTICE REGARDING CRIMINAL BACKGROUND CHECKS**

Legislation was passed by the General Assembly requiring criminal background searches on all school volunteers. The non-threatening background check will be at no cost to you. You can apply on-line at [www.webapps.fcps.net/volunteer](http://www.webapps.fcps.net/volunteer)

Even though you may have completed a volunteer form last year, ACE must have a new form on file every year. If you plan to volunteer at ACE at anytime during the 2009-2010 school year, please complete this form and return it to school as soon as possible. Completed forms should be sent to school in an envelope marked **ACE PTA / Volunteer Coordinator**.

Should you have any questions about volunteering or need clarification of the volunteer process, please contact our Volunteer Coordinator, Tina Harris at 227-0055 or [wtgharris@windstream.net](mailto:wtgharris@windstream.net)

Thank you in advance for your willingness to volunteer your time to our school and our children.