

Wittenberg-Birnamwood Public School District

VOLUNTEER CONFIDENTIALITY POLICY

Confidentiality is strong consideration in volunteering with the Wittenberg-Birnamwood Public School District. Confidentiality is also a major consideration when individual buildings and classrooms are in need of volunteers.

Communication of personal and educational information regarding students, parents, staff or associate must be regarded as confidential. Student's academic and medical records, telephone contacts and information about students, families, employees of the district acquired through volunteering must NEVER be communicated beyond the scope of professional and paraprofessional personnel who require such information to work with the student. Questions regarding the practice, policies, types of cases and/or internal problems should be directed to the administrator.

This policy concerning confidentiality shall emphasize that any infringement will be considered a gross violation of rules and may lead to immediate discontinuing of volunteer relationship with the Wittenberg-Birnamwood Public School District.

I have read and understand the above.

SIGNATURE

DATE