



## *Mid-Valley Special Education Cooperative*

Dr. Carla Cumblad, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

---

---

## **Mid-Valley Special Education Cooperative Volunteer Confidentiality Agreement**

Thank you for offering to volunteer in our program. Volunteers should display a positive attitude about the school and the students. Problems and/or confidential information concerning students, parents or the school staff should not be discussed with anyone. However, it is your responsibility to notify the teacher or administrator in charge if you have concerns about a student or if you are unsure as to what should be done. Trained staff members will help you handle the problem.

Therefore, volunteers must:

- not discuss the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- not participate in any discussions about suspected wrong doing by students, teachers, staff, or other volunteers
- maintain the confidential status of information obtained as "confidential forever"
- participate in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer supervisor or in writing to the administration)
- not grade or evaluate your own student's work
- fully cooperate with your supervisor and the classroom teacher regarding but not limited to: following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments given, classroom management, or equity in treatment of individual students (if concerns arise these must be submitted in writing to the volunteer supervisor or the administration)
- not discuss the volunteer's student while volunteering in the classroom (if such discussion is needed, an appointment must be scheduled)
- inform the classroom teacher of potential conflicts.

If problems arise, school staff may remove a volunteer from the classroom.

I have read this agreement, understand it, and have asked any clarifying questions necessary. Based on this, I agree to maintain confidentiality and understand the consequences of not doing so.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

12-03-2012