

## FERPA Acknowledgment and Confidentiality Agreement

*As a Parent Volunteer with Great Hearts Northern Oaks , you may need to access student data while assisting school officials. It is important to understand that the Family Educational Rights and Privacy Act (FERPA) protects student data from unlawful use and disclosure.*

I, \_\_\_\_\_ (print full name), a Parent Volunteer at Great Hearts Northern Oaks , UNDERSTAND and ACKNOWLEDGE that:

- By virtue of my volunteer work at Great Hearts Northern Oaks, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 as Amended;
- I am not authorized to access records where I do not have a legitimate educational interest (need-to-know) in order for me to fulfill my volunteer responsibilities or duties;
- Student information from any source and in any form is confidential, must be kept confidential, and is available to me solely for the performance of my duties as a Great Hearts Northern Oaks volunteer;
- Not sharing private/confidential information is a serious responsibility in the performance of my duties and any questions that I have regarding the Confidentiality Policy should be directed to the Great Hearts Northern Oaks administration;
- The disclosure of this information by me to any unauthorized person could subject Great Hearts Northern Oaks to sanctions imposed by the Secretary of the United States Department of Education;
- The intentional disclosure of this information by me to any unauthorized person makes me subject to possible criminal and civil penalties imposed by law; and
- Such willful or unauthorized access or disclosure also violates Great Hearts Northern Oaks' confidentiality policy and constitutes just cause for restrictions from volunteering and possible disciplinary action regardless of whether criminal or civil penalties are imposed.

THEREFORE, I, \_\_\_\_\_ (print full name), a Parent Volunteer at Great Hearts Northern Oaks, hereby AGREE:

- TO PROTECT the privacy and confidentiality of student information to which I have access and to use it solely for the performance of my volunteer duties; AND
- NOT TO ACCESS information about students outside of my unit of responsibility.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



## **GHNO Parent Service Organization Volunteer and Parent Confidentiality & Conflict of Interest Agreement:**

The success of our volunteer programs depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at Great Hearts Northern Oaks.

In doing so, we accomplish these two purposes:

- **Fairness to all students, faculty, staff, volunteers and visitors**
- **Protection of GHNO's reputation, which in turn impacts the future of our school**

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Possible situations are too numerous to specify individually. Common expectations include:

- filling out a new volunteer form at the beginning of each school year and turning it in to the Office Manager.
- Signing up for volunteer positions and committees through the **proper PSO channels** and not just showing up hoping to be included in that day's activities.
- signing in and receiving a volunteer or visitor's badge to be worn visibly throughout the entire time they are on duty.
- Not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- Not participating in any discussions about suspected wrong doing by students, teachers, staff or other volunteers. Parent volunteers must agree not to use volunteering time to gather for negative talk about the school, school policies, teachers or students.
- Participating 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 Headmaster).
- Exercising judgement in situations where public statements of personal opinion may be detrimental to the reputation of Great Hearts Northern Oaks.
- Maintaining the confidential status of information as "confidential forever".
- Not involving one's self in the disciplining of any student that is not one's own; this includes parents & grandparents reprimanding or disciplining students that are not their children when they are working alongside teachers in the lunchroom, at celebrations or other school events.

- not interfering with the instructional day by going into instructional areas or cornering teachers in the teacher work room, bathrooms, teacher lounge, etc to discuss their student concerns. They should go through the proper channels of communication given to all parents.
- While volunteering in the classroom/lunchroom no discussion of the volunteer's student with the lead or apprentice teacher may occur. If a volunteer needs to discuss his/her student, an appointment must be scheduled through email with the student's teacher or at the front desk for the Headmaster.
- All persons involved in volunteering are required to inform their volunteer coordinator/supervisor of potential conflicts.
- Volunteers (this includes parent visitors at lunch) may not go into unauthorized areas of the academy (without permission), such as the playground, athletic fields, courtyard and classrooms.

Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from volunteering.

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: \_\_\_\_\_ Academy: \_\_\_\_\_



# GHNO PSO Volunteer Handbook Agreement

## Expectations While on Campus

- Volunteers may arrive no more than 15 minutes early to their scheduled shift.
- Upon arrival, sign in at the Front Desk, and wear the provided volunteer badge at all times.
- Remain in your assigned area during your volunteer shift. If volunteering in multiple areas, notify the Front Desk staff.
- Do not approach teachers to discuss your child while serving as a volunteer. Please contact your scholar's teacher via email to schedule a conversation, per the Family Handbook.
- At the end of your shift, sign out, return your badge, and promptly exit the building. Volunteers with gaps between multiple shifts may be asked to wait in the front vestibule or in their vehicle.

## FERPA

- The **Family Educational Rights and Privacy Act (FERPA)** protects the confidentiality of all student information. Volunteers must never disclose what they see or hear on campus about any student.
- **Reminder:** All communication regarding a student must come directly from the school.

## Volunteer Conduct & Student Interaction

When volunteering, please follow these additional guidelines:

- Maintain a respectful and professional distance from students.
- Do not initiate physical contact with students.
- Any concerns or observations about student behavior should be communicated directly to a faculty member or school administrator.
- Do not privately text, email, or message with a student in your capacity as a PSO Volunteer.
- Volunteers are not permitted to engage in personal conversations with Upper School students.

## Dress Code

Volunteers are expected to wear clothing that is respectful and appropriate for a school environment.

- Jeans are acceptable if free of holes or distressing.
- Shorts and skirts should be modest (mid-thigh) length.
- Spirit Shirts are a great option!

**By signing below, you acknowledge that you have read and agree to abide by the guidelines in the PSO Volunteer Handbook.** Failure to follow these guidelines may result in loss of volunteer privileges. To view the full PSO Volunteer Handbook visit [ghnopso.org/helpful-links](http://ghnopso.org/helpful-links).

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Signature

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Date

Contact your PSO Leadership Team with questions at [northernoakspso@gmail.com](mailto:northernoakspso@gmail.com).