



TULPEHOCKEN AREA SCHOOL DISTRICT

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TULPEHOCKEN AREA SCHOOL DISTRICT VOLUNTEER PROGRAM PROCEDURE ON CONFIDENTIALITY

All information regarding children and their families served by the Tulpehocken Area School District Volunteer Program is confidential. Information may only be released when permitted by law or when there is a signed Release of Information form.

All of our children and their families have a right to their privacy and volunteers are expected to respect this right. Discussion or other sharing of information about children and their families with agencies or individuals outside of the Tulpehocken Area School District is prohibited. (Do not include identifying information in any written records kept or experience summaries prepared as a result of the volunteer placement.) Information may be shared internally with other staff when there is a need to know.

Procedural Safeguards according to the standards and regulations are clear as to the process involved in the release of information. The Tulpehocken Volunteer Program adheres to the intent of the safeguards and bases its practices on them.

Media inquiries should be referred to the classroom teacher or building principal.

All volunteers of the Tulpehocken Volunteer Program are expected to review this statement and indicate by their signature that they agree to maintain the confidentiality of all information relating to children and their families served by this program. Violation of this policy may result in termination of your volunteer placement.

Volunteer Signature

Date