

GCCS Confidentiality Statement for Parent Volunteers and Teacher Aides

We value your service in our school and appreciate you sacrificing your time to help our students. Without your help, our job would be much more difficult. As you know, all parent volunteers and teacher aides are exposed to circumstances that may require access to sensitive information. Therefore, each parent volunteer and teacher aide is expected to maintain confidentiality by restricting conversations solely to the parties involved. This is in order to help protect you and our students. Confidential information includes, but is not limited to, the following examples:

- Student/Parent information
- Lists of actual or prospective students
- Student grades
- Assessments and their answer keys
- Student accommodations
- Disciplinary situations

Parent volunteers and teacher aides who improperly use or disclose confidential information will be subject to corrective action and/or be removed from the list of parent volunteers and teacher aides. If you are unsure about the confidential nature of specific information, ask the teacher you are assisting or a member of the school administration.

I, _____, have read and agree to abide by the GCCS Confidentiality Statement while serving as a parent volunteer or teacher aide.

Signature

Date

For students serving as a teacher aide, please have a parent sign below as well.

Signature

Date