

## **CLASSROOM VOLUNTEERS AND DAY FIELD TRIP CHAPERONES - APPROVAL PROCESS**

Thank you for being interested in volunteering in the classroom and/or chaperoning for a day time field trip. As a classroom volunteer and/or day time field trip Chaperone for the Williston Schools you will need to complete two forms: Consent for Release of Child Abuse Registry Information and a Statement of Confidentiality and Ethics form. These forms can be picked up and filled out in the WCS business office or the ABS front office between 8:00—4:00 PM. Please call or email Lisa Barland at 871—6104, [lbarland@cvsdvt.org](mailto:lbarland@cvsdvt.org) or Laura Gigliotti at 871-6200, [lgigliotti@cvsdvt.org](mailto:lgigliotti@cvsdvt.org) to arrange a mutually convenient time to complete the paperwork. In addition, a copy of a government issue ID is required for processing the Child Abuse Registry check. Once you have been cleared your name will be added to the approved volunteer/ day time chaperone list. Please ask your TA or Teacher to check for approval before you begin volunteering.

### **Form 1: Statement of Confidentiality and Ethics**

Please complete this form and leave with Lisa Barland or Laura Gigliotti. This form will be kept on file at WCS or ABS for one year.

### **Form 2: Consent for Release of Child Abuse Registry Information**

Please complete this form and leave it with Lisa Barland or Laura Gigliotti along with a copy of your Government Issued photo ID. This form and copy of ID will be sent to CVSD for processing.

# Thank you Volunteers!

All volunteers must read and adhere to our legal obligation regarding *confidentiality* in our school.

## Concepts of Confidentiality

- Confidentiality is the quality or state of being confidential, private, or secret
- FERPA (the Family Educational Rights and Privacy Act) legally entitles all students (and parents) to confidentiality regarding all school and family information – including, but not limited to, student name, parents, home address, phone number, personal identifiers (e.g. SS#, student number, etc), personal characteristics that would make the students' identity known, academic progress and assessments, social, emotional, and behavioral needs, etc.
- Information may only be shared with persons employed by the school (unless authorized by the parents) AND who have a “need to know.” This would include individuals where the information shared would directly benefit the child's academic, social, emotional, or behavioral success.

## What this means for all of us

- Every student and their family have a legal right to privacy
- Everyone needs to maintain confidentiality at all times (inside and outside of school)
- We cannot legally share any information we learn, or might know, about a student or family unless it is to a school employee who has a “need to know.”

Thank you for your Cooperation

Williston Schools - Statement of Confidentiality and Ethics

As Parent/Student/Community Volunteers, we will communicate information about students with only school professionals who are directly responsible for the students. We will hold in the strictest confidence the names and any personally identifiable information about students and families.

We understand the concepts of confidentiality and will practice these concepts in our involvement with students, parents, staff, other professionals, and members of the community.

We will exercise appropriate discretion and sensitivity as required within this community. If we are concerned about any specific matter regarding confidentiality or ethics, we will speak to a school counselor, professional with which we are associating with, our immediate school supervisor, or the principal of the school.

[ Keep this page for your records ]

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***You must sign and return this page before volunteering in school.***

I have read, and will abide by, the above statement regarding confidentiality and ethics for Williston Central School and Allen Brook School.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

