

Graysville Elementary School  
Parent Volunteer Orientation

Volunteer Confidentiality Policy, Rules, & Ethics

**Volunteer Statement of Confidentiality and Code**

Ensuring privacy and confidentiality is essential within our school. It is mandatory that every volunteer protect records and personal information in regards to our students. We, therefore, ask you as a volunteer to agree to the following:

1. Sign in and wear an ID sticker while on school grounds at all times.
2. Wear appropriate attire.
3. Use adult restroom facilities when needed.
4. Protect the identity of our students
5. Never discuss the students or their circumstances with anyone or in public places.
6. Do not discuss student records that you may see during your work in classrooms or offices
7. Refrain from giving gifts to students.
8. Leave the disciplining of students to our teachers or administrators.
9. Share concerns about students with school staff only.
10. Work in harmony with staff and other volunteers.
11. Show respect for all staff, students, and other volunteers.
12. If you can not be here during your pre-arranged time, let school staff know that you will not be available.

**Catoosa County Schools has these additional rules for all schools:**

1. No smoking or tobacco use is allowed on school grounds
2. No weapons are allowed on school grounds
3. No drugs or alcohol are allowed on school grounds
4. Do not use school equipment for personal use

**Human Dignity Policy**

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged. A major aim of education in this school system is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual respect for each person regardless of individual differences and/or characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

I pledge my commitment to all of the above items.

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Signature

Date