



GLENOAKS ELEMENTARY SCHOOL

2015 E. Glenoaks Boulevard, Glendale, CA 91206

Phone: 818.242.3747 Fax 818.247.4423

Mrs. Christine Aroyan, Principal

Volunteer Confidentiality and Expectations Affidavit 2023-2024

We appreciate all the benefits volunteers bring to our school and to our children. We encourage having volunteers in the classrooms helping teachers and students. However, we must maintain high quality instructional time and uphold privacy laws, which protect our children. This volunteer agreement is to provide a clear understanding of the confidentiality, responsibilities, and expectations of a volunteer working in an elementary school setting. Signing this affidavit assures that each volunteer understands and accepts this responsibility.

I acknowledge that I may have access or exposure to confidential student information and will be working with or near minors under the supervision of qualified school personnel. It is my responsibility to protect the safety of the students and the environment at Glenoaks Elementary School by doing the following:

1. I will have an updated TB Test on record at school.
2. I will check in to the office during school hours when volunteering on campus.
3. I will only work with students under the direction and in the proximity of a supervising teacher or staff member.
4. I will report concerns regarding discipline or safety immediately to a supervising teacher or staff member. I understand that I am not to intervene unless a child is in imminent danger or I have been directed to act.
5. I will keep "ALL" student information confidential and not disclose information to any person.
6. I will use school equipment only after receiving training on its use and maintenance.
7. I will ensure that my activities do not disrupt/disturb learning or interfere with teacher duties.
8. I will silence and refrain from using a cell phone when supervising students.
9. I will maintain a professional demeanor and dress appropriately when at school.

Print Name: _____

Signature: _____

Date: _____