



# **Parent Volunteers and Confidentiality Training**

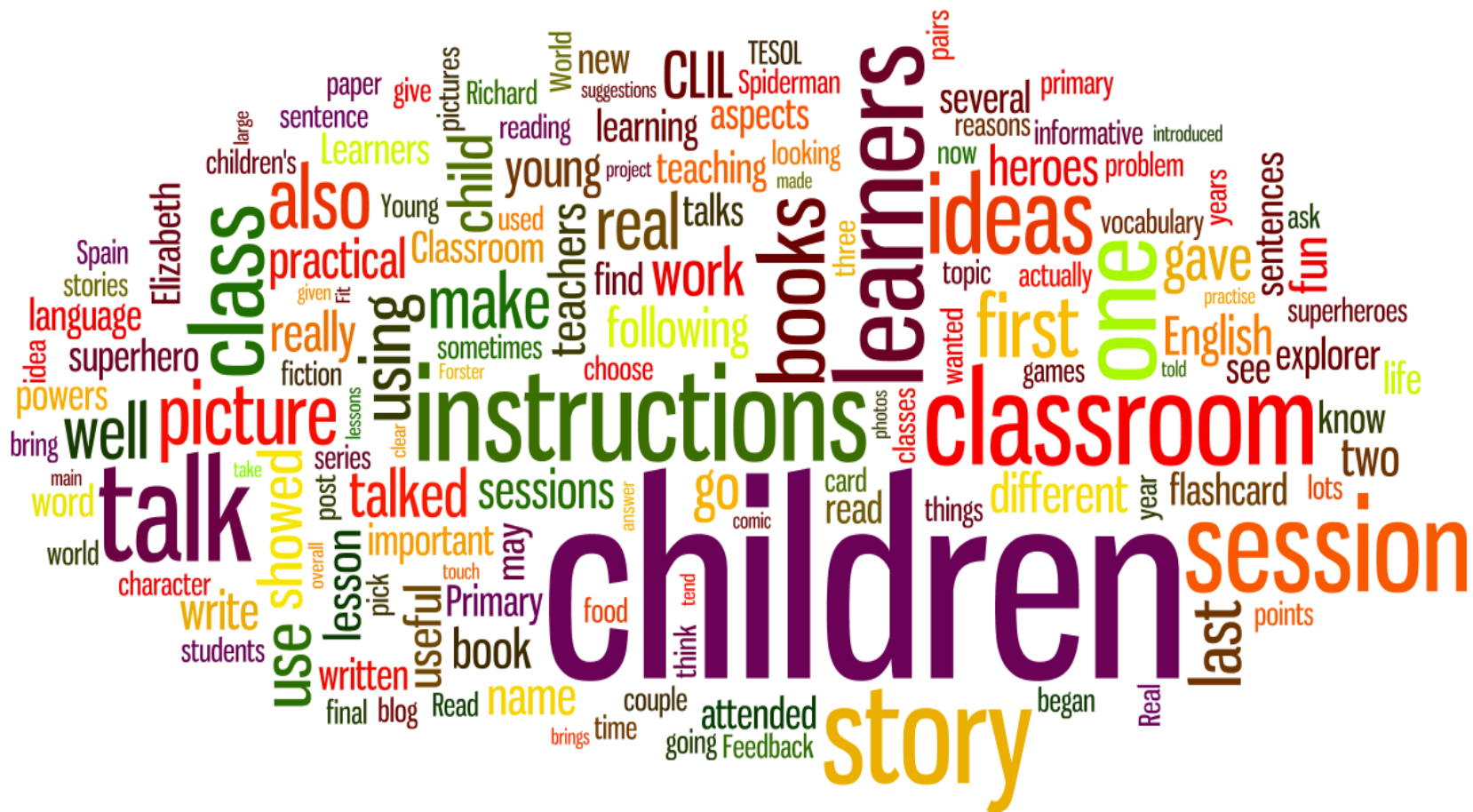
At HCPSS, we value our volunteers!



A word cloud featuring various adjectives and nouns describing volunteers. The central and largest word is "Volunteers" in a teal color. Other prominent words include "Thanks" in yellow, "Generous" in yellow, "Charitable" in orange, "Humble" in blue, and "Helpful" in blue. Smaller words include "Involved", "Devoted", "Vibrant", "Selfless", "Wonderful", "Passionate", "Loving", "Friendly", "Fun", "Caring", "Unselfish", "Prosperous", "Great", "Thoughtful", "Respectable", "Amazing", and "Caring".

Involved  
Generous  
Devoted Humble  
Vibrant Selfless  
Charitable Thanks  
Passionate Loving Friendly FUN  
Volunteers Caring  
UNSELFISH HELPFUL PROSPEROUS  
Amazing GREAT  
Thoughtful  
Respectable

We also value keeping information about our students and their families



**CONFIDENTIAL**

## According to Federal Law, State Regulations, and HCPSS Policies

If you are working or volunteering in a school, you are responsible for maintaining the confidentiality of all private, sensitive, and personally identifiable information you may see or hear while volunteering.

Information you must keep confidential includes:

- **Students' academic information (grades, test scores, transcripts)**
- **Students' discipline or behavior (detentions, suspensions)**
- **Students' health (trips to the nurse, medications)**
- **Students' family information (parents' marital status, employment)**
- **Staffs' discussions and comments about students**
- **Any other information you hear or see about an individual student**

**By certifying your completion of this module,  
you agree to keep confidential any and all private,  
sensitive, and personally identifiable information you  
may hear or see while volunteering in a  
**Howard County School.****

## TO COMPLETE YOUR CONFIDENTIALITY TRAINING

- Download and print the Certification Form
- Sign and date the Certification Form
- Bring the Certification Form to your student's school when you register to be a volunteer
- Please print and complete a Certification Form for each school in which you have a student and want to volunteer