**  
of Elgin**

**Volunteer Guidelines and Contract**

**Welcome Volunteers!!**

Volunteers are always needed each school day especially during lunch times. Your help may be needed in a classroom after 8AM, or at a teacher's request. Some volunteers will also have assigned duties and on a regular schedule.

We ask that you agree to abide by all the rules established and set forth by Vista Academy. Some of these non-negotiable core values include:

* We put the student first.
* We practice the belief that every student can learn.
* We expect student ownership of the learning process.
* We value the learning process as our goal.
* We value the student as an individual with unique needs and differentiated approaches to learning.
* Vista's environment needs to be positive, supportive and child centered.
* Praise and encouragement builds character in our students.

**Volunteers are the backbone of our school!!**

**Confidentiality Agreement**

*The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. These education records are official and confidential documents that are protected by one of the nation's strongest privacy protection laws. FERPA applies to public schools and state or local education agencies that receive federal education funds, and it protects both paper and computerized records. The purpose of this regulation is to set out requirements for the protection of privacy of parents and students under section 444 of the General Education Provisions Act, as amended.*

At Vista Academy, we abide by the letter of this law as well as the intent of this law and consider ALL RECORDS confidential. We respect the law along with the children and families it protects. For this reason, ***any*** piece of information or personal knowledge gained concerning any child or family at Vista is to be kept in strictest confidence and never be discussed or relayed in any form of communication to any unauthorized persons or entities.

**Agreement of Volunteer**

I have read and understand the information contained above in the volunteer guidelines. I agree to attend the confidentiality training and to abide by these guidelines set forth by Vista Academy and the Federal confidentiality laws.

Volunteer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

(please print)

Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



