



# Confidentiality Training for Volunteers

HOWARD COUNTY PUBLIC SCHOOL SYSTEM



At Howard County Public School System,  
we value our volunteers!

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

HOWARD COUNTY PUBLIC SCHOOL SYSTEM





## 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)
- Staff discussions and comments about students
- Any other information you see or hear 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 Public 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.