PARNASSUS
PREPARATORY SCHOOL
Classical Schooling for the Art of Life

As a volunteer you will be required to sign the following agreement

Parnassus Volunteer and Parent
Confidentiality and Conflict of Interest Agreement

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at Parnassus.

In doing so, we accomplish these two purposes:

- Fairness to all students, faculty, staff, volunteers, and visitors
- Protection of Parnassus' reputation, which in turn impacts the future of our school

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Possible situations are too numerous to specify individually. Common expectations include:

- Not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- Not participating in any discussions about suspected wrong doing by students, teachers, staff, or other volunteers
- Participating in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer supervisor or in writing to the Administration)
- Exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of Parnassus
- Maintaining the confidential status of information obtained as "confidential forever"
- Not grading students where names are identified
- Not evaluating your own student's work
- Full cooperation with your supervisor regarding but not limited to: following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments given, classroom management, or equity in treatment of individual students (if concerns arise these must be submitted in writing to the volunteer supervisor or the Administration)
- While volunteering in the classroom no discussion of the volunteer's student may occur, if a volunteer needs to discuss his student an appointment must be scheduled through the office

All persons involved in volunteering are required to inform the classroom teacher of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from classroom volunteering.

I have read this agreement, understand it, and have asked any clarifying questions necessary. Based on this, I agree to maintain confidentiality and understand the consequences of not doing so.

_____

Printed Name Signature Date

_____

Volunteer Coordinator or Teacher Signature Date