



PRIVACY & CONFIDENTIALITY REQUIREMENTS

GRAYHAWK ELEMENTARY SCHOOL PTO

The goal of Grayhawk Elementary PTO is to provide support to teachers and students in the school setting.

While acting in any volunteer capacity in the school, volunteers are subject to the same privacy and confidentiality laws as the teachers, staff, and administrators. We remind you, therefore of the following:

- You are expected to respect the right and privacy of all teachers, parents, visitors, volunteers, students, and staff always.
- Do not discuss any confidential or problematic matters to anyone other than the appropriate parties such as teachers and administrators. Confidential matters include, but are not limited to, financial transactions including donations, student behavior, student grades, medical issues, or any questionable situation involving children or teachers.
- For any situation requiring immediate attention or if you are unsure of how to handle a situation, please contact the school principal or the PTO President. For room parents, please first contact the teacher or the PTO teacher/parent liaison.
- It is the sole responsibility of Grayhawk teachers and administrators to mediate in areas in which they bear responsibility "not the volunteer's responsibility."

Your cooperation in following the Privacy and Confidentiality Requirements is expected and appreciated. Please sign the Confidentiality Agreement listed below and return it to the PTO secretary's box.