
Sharing Information with Others

Policy # 14001.2


Bismillahir Rahmanir Rahim

Assalaamu Alaikum wa Rahmatullahi wa Barakaatuh

The following document is a confidentiality agreement/trust between THM Sadaqa Group and _____ for the volunteer services of _____.

Proposed Volunteer Assignment

_____ Regular Volunteer
_____ PT Volunteer/Semester

Thank you for offering to serve as a Volunteer at THM Sadaqa Group for the homeschool programs or adult participation courses. The purpose of this Confidentiality Agreement is to establish expectations for Volunteers, which will help ensure that effective learning and teaching take place in a safe, secure and welcoming environment.

A Volunteer is a person who works on an occasional or regular basis at THM Sadaqa Group sites or other educational facilities online to support the efforts of the administrative staff.

As a Volunteer for THM Sadaqa Group, I understand and agree to the following:

There are federal and state laws that protect the privacy rights of students and families.

In a homeschool situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer there may be times when this information is overheard. As staff we make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information, about a student or family you will not repeat this outside of the dealings of the homeschool. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the classroom, with an instructor, administration, or other staff member. The volunteer should not carry any written or verbal statements outside of the work area that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know."

Please reference VPS 14001.2 – VPS14001.7 along with this file.

If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

As a volunteer:

- I realize that I am subject to a code of ethics similar to that which binds the administration of THM Sadaqa Group regarding protecting the honor of a Muslim.
- I will keep confidential matters private.
- I also understand that volunteering in the program is a privilege and not a right. The homeschool's administration reserves the right to deny or remove any volunteer violating confidentiality or any THM policy.
- By signing this agreement I am stating **that I will not divulge information** about any student or family to any person outside the homeschool setting.

Legal Name (please print)

Date of Birth

(Kunya) you prefer

Signature

Date

Home Address

Home Email Address

Contact (phone no.): _____

Adapted from [Volunteer Confidentiality Agreement](#)

Please reference VPS 14001.2 – VPS14001.7 along with this file.