



Mill Pond School
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Suzanne Kenny, Principal

Maura Kovaleski, Grade 4 Assistant Principal

Jeff Slomski, Grades 5 & 6 Assistant Principal

STATEMENT OF ACCOUNTABILITY AND CONFIDENTIALITY FOR VOLUNTEERS

Welcome to the Mill Pond School community. We appreciate your willingness to assist us as we strive to provide a superior educational experience for all of our students. Our intent at Mill Pond School is to operate in an arena of trust, collaboration, and partnership. We intend that our actions and relationships as a school community foster mutual trust and respect. We expect every person at Mill Pond School—children and adults alike—to demonstrate respect for each other and to be accountable for their actions.

The professionalism of the teaching staff at Mill Pond School will not be open to question or discussion by volunteers. Teachers are held to a high standard by contract, by professional ethics, and by accountability to one another, Team Leaders, and to the administration of the Westborough Public Schools. Volunteers in the Mill Pond community will be held to similar standards.

The following guidelines will be followed by all volunteers in order to protect the safety of all students, their families, and Mill Pond staff members, and to ensure a means of developing positive working relationships among students, staff, and community helpers.

- **Our students are protected under MA State Law in areas of confidentiality of school records, medical history, and special needs education. Please respect that all children learn differently and have very specific individual needs in the school community.**
- **What you experience during your visit to our learning community is confidential information. Information about students, their families, or staff members should not be shared in the community. Volunteers are expected to respect the rights of the students and the professionals with whom they are working.**

Therefore in consideration of my engagement as a volunteer at Mill Pond School, I agree that I will hold in strict confidence, and will not use, assist others to use, or disclose to anyone, without the prior express written authorization of WPS, any information concerning such confidential matters. That confidential data includes all personal information (e.g., name, birthdate, etc.) which may, in any manner, identify the individual, as well as information about student learning and behavior.

Participating in the lives of children is a rewarding opportunity and an awesome responsibility. We ask that you respect our interdependent needs as a learning community and we will respect the needs of you and your family. By working cooperatively with the staff at Mill Pond School, you are sending a powerful message to your child that you value his/her education and support the efforts of school personnel. When adults work cooperatively, we model the behaviors we want our children to learn. Thank you for volunteering your time and talents to the Mill Pond community.

I have read and agree with the Accountability Statement, I understand the importance of confidentiality when working with the students and staff of Mill Pond School, and I agree to uphold this agreement.

Printed Name

Signature

Date

Email

Cell Phone

Student Name: _____ HR: _____ Student Name: _____ HR: _____

Student Name: _____ HR: _____ Student Name: _____ HR: _____