By certifying that you have read this brochure, you agree to keep confidential any and all private, sensitive, and personal information you may hear or see while volunteering at Graves Elementary School.

To complete the registration of volunteering at Graves

- Get a copy of the Certification Form (either download or available at school)
- Sign and date the Certification Form
- Bring the Certification Form to the Parent Center

Parent Center Volunteer Days and Times:

Wednesdays—8AM to 10AM

Fridays—10:30AM to 12Noon

Classroom Volunteering:

See you child's teacher

GRAVES PARENT CENTER

PARENT INSTRUCTIONAL COORDINATOR -
SHARON CHEN

EMAIL:
SHARON_CHEN@GWINNETT.K12.GA.US

PARENT LIAISON—
JESSICA ORTIZ

EMAIL:
JESSICA_ORTIZ@GWINNETT.K12.GA.US

GRAVES ELEMENTARY SCHOOL

1700 Graves Road
Norcross, GA 30093

PARENT VOLUNTEERS AND CONFIDENTIALITY TRAINING

Graves Parent Center

Tel: 770-209-6662

“ Are you interested in volunteering at Graves Elementary School?”

At Graves,

we VALUE

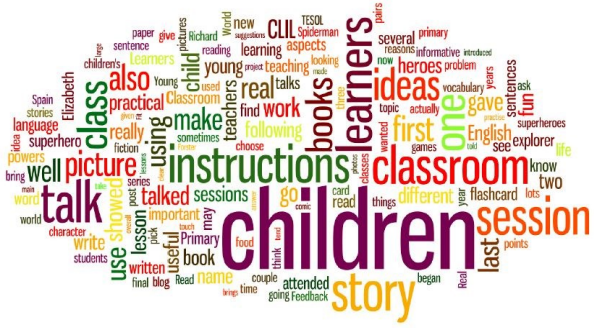
our

volunteers!

We also value keep-ing information about our students and

their families

CONFIDENTIAL..



Graves Elementary School

Volunteer

Guidelines and Policies

If you come in contact with any individual's information while volunteering in the Parent Center or for a teacher, you agree that you will not share copy, store or share any of that information in any format.

Confidential information includes:

- **Students’ academic information (grades, test scores, transcripts)**
- **Students’ discipline or behavior**
- **Students’ health (medications)**
- **Staffs’ discussions and comments about students**
- **Any other information you hear or see about a student**