

NORTH CAPE SCHOOL DISTRICT

CLASSROOM VOLUNTEER GUIDELINES AND RESPONSIBILITIES FORM

The staff at North Cape School would like to thank you for volunteering your time to assist with the education of the students at our school. This form outlines the District's expectations for adult classroom volunteers in the building. Please sign this form and return it to the classroom teacher.

Volunteer Qualifications

1. Volunteers must be at least 18 years old.
2. Volunteers are subject to a criminal background check conducted by the District Office. The outcome of the background check will determine the type of volunteer opportunity available. Volunteer approval is valid for two years.

Volunteer Guidelines and Responsibilities

1. Classroom volunteers at North Cape School are asked to check in at the desk in the office when they arrive and pick up a volunteer badge to wear during their visit at school.
2. If a volunteer is unable to be at school during their designated time, he/she is asked to let the classroom teacher know as soon as possible.
3. Since classrooms are busy places, no younger children will be allowed to accompany an adult volunteer during his/her volunteering activity.
4. As a classroom volunteer, it will be necessary to respect the confidentiality rights of all students in the classroom. Confidentiality is of the utmost importance. If a classroom volunteer has been granted access to particular student record information as a school official for purposes of assisting the classroom teacher, he/she must keep that information confidential in accordance with state and federal student records laws and District student records procedures.
5. Volunteers are restricted from having access to confidential employment records.
6. Volunteers should only perform tasks that they are requested to complete.
7. Volunteers will not be paid any salary, stipend or benefits for their services.
8. Children get very excited when their parents volunteer in their classroom. So, it is important for parent volunteers in their child's classroom to let their child know that they are there to assist the teacher and possibly other students. Their child should continue to participate in the class activities and normal routines while a parent volunteer is in the classroom. The District also requests that all children sit with their classmates on their own chairs for all school programs.
9. A classroom volunteer may, at times, be asked to work with one student or a small group of students. If this is the case, it is the school's expectations that the volunteer work with students in a quiet area of the classroom or in the hallway outside the door. This will assist the teacher in continued supervision of all the students in the class.
10. If a student exhibits behavior concerns, the volunteer should let the classroom teacher know as soon as possible. Volunteers should not share their perceptions of a student in the community.

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11. If a student shares information that suggests he/she may be physically, sexually, or psychologically abused, the information must be reported immediately to the classroom teacher, guidance counselor or District Administrator who shall deal with the matter in accordance with applicable laws and District procedures for reporting suspected child abuse. This information needs to remain confidential.
12. Classroom teachers may make adjustments to the volunteer schedule as necessary throughout the school year.
13. Volunteer service may be discontinued at any time by administrative discretion.

SIGNATURE SECTION

I have read the Classroom Volunteer Guidelines and Responsibilities and agree to follow them to the best of my ability.

Volunteer Signature

Print Full Name

Today's Date

Date of Birth

Background Check Valid Until (This line for office use)

APPROVED: January 16, 2017