



## ***Volunteer Agreement & Statement of Confidentiality***

Thank you for your interest in volunteering at Celeryville Christian School. We appreciate the time and effort that you will be investing in our students and school community. Please follow the guidelines below concerning your time with us at CCS and thank you for serving!

### ***Volunteer Agreement***

- Your commitment is valued. Please be on time and provide adequate notice by calling the office if you cannot keep your scheduled time.
- Younger children should be left in the care of others while volunteering at school.
- Volunteers are asked to check in at the office before reporting to their designated area and check out before leaving. Please inform the school secretary of your presence in case of an emergency situation.
- As a volunteer, you have the opportunity to impact the success of many students. Your willingness to contribute is highly regarded by all. Remember, we are modeling the behavior we are expecting from our children. Volunteers should model respect for teaching and learning by reporting to their designated area only. Please avoid “drop-in” visits to other classrooms that you are not assisting in.
- Please remember to focus on the children and save adult conversation for later. It is important to recognize when the children are presenting positive behaviors and “catch them” being positive members of our community. If there is an incident that requires disciplinary action, please inform school personnel and they will provide appropriate intervention.
- A volunteer shall not be in a one-on-one situation with a child during or outside of the school day unless the volunteer assignment requires (e.g., mentor program, individual tutoring). Volunteers should only be with a student(s) in the presence of a classroom teacher, administrator, or appropriate school personnel. If one-to-one meetings are necessary, volunteers should do so in an area designated or assigned by the school administrator.
- School policy states that a background check is required for all volunteers which must be completed by our partnership with Verified First. You are not required to meet the financial obligation for these background checks at the time they are completed, but a donation of any amount to the school to help offset these costs would be greatly appreciated.

### ***Statement of Confidentiality***

Our school is a vital part of the community. Respecting one’s privacy and confidentiality is very important:

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well-being.

- You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.
- Parents, friends, or community members may, in good faith, ask you questions about a student’s problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student, even with members of your own family or his/her family.

***Volunteer Liability and Indemnification***

A volunteer shall at all times indemnify and hold harmless Celeryville Christian School and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

**I understand the expectations outlined above; including the requirements of a background check, confidentiality, and agree to abide by the guidelines set forth.**

\_\_\_\_\_  
 Volunteer’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Volunteer’s Printed Name

**For Office Personnel Only:**

Received Background Check

Reviewed Background Check Results

Approved or Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Volunteering with (teacher or office staff): \_\_\_\_\_

Description of Volunteer Hours (which days, hours, etc.): \_\_\_\_\_

Volunteer’s Birthday: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Areas of Interest: \_\_\_\_\_