

## IN-SCHOOL VOLUNTEER PROGRAM DURING REGULAR SCHOOL HOURS

Agawam Public Schools values the work of parent volunteers and acknowledges the contributions that volunteers make to our schools. The following is a list of terms and conditions, professional responsibilities, and confidentiality guidelines for volunteers in our schools:

### Terms and Conditions:

- As an Agawam Public Schools volunteer, I understand that I need to attend an orientation session with a Principal or his/her designee.
- As an Agawam Public Schools volunteer, I will be subject to the direction and control of a building Principal or his/her designee.
- I will check in at the school office upon arrival and wear my visitor pass at all times when I am providing volunteer services.
- I WILL NOT contact parents, guardians, or emergency contact persons under any circumstances while volunteering in the Agawam Public Schools unless directed to do so by a Principal or his/her designee.
- I will conduct myself in a friendly, courteous manner and not show partiality toward any student and will remain neutral in my speech and actions with respect to religion, culture, and politics at all times while I am engaged in volunteer activities with students.
- As a volunteer, I understand that I have been authorized by the principal to act as a “school official” subject to the directions and control of the school administrators and teachers. In this capacity, I may, under limited circumstances, have access to student and school information in connection with my authorized duties. Student information can include all records, files, documents, and other materials that contain personally identifiable information about any student, as well as the personally identifiable information itself.

- I WILL NOT discuss with others, while serving as a volunteer or when no longer in a volunteer role, the content of any specific student information, or will I disclose student information that may reasonably be considered confidential.
- While in control or possession of student information and while handling, distributing, organizing, mailing, or filing student information, I understand and agree that I must protect this information from being viewed or obtained by non-authorized individuals.
- I understand and agree that questions about any student must be directed to an Agawam Public Schools employee who is authorized to provide information regarding that student. As a volunteer, I understand and agree that I should state that I am not authorized to provide information regarding any student.
- I must report any breach or suspected breach in confidentiality of student information immediately upon my discovery thereof to the building Principal or his/her designee. I understand and agree that my failure to maintain the confidentiality of student information and personally identifiable information to which I am given access may disqualify me from further service as a volunteer for the Agawam Public Schools.
- As an Agawam Public Schools volunteer, I understand that if my attitude and/or performance could be detrimental to the operation, function, and well being of the school, pupils, or personnel therein, I may be dismissed.

#### Professional Responsibilities:

- When you are volunteering in our schools, you are considered a professional member of the school community and are expected to conduct yourself in a friendly and professional manner with students, staff, other volunteers, and visitors to our schools.
- When you are in one of our schools, you are there to perform a specific job as outlined by the teacher/staff member who has solicited your services.
- Upon arrival to a school, you must sign in at the office, leave your keys with the school secretary, and wear your visitor's pass at all time while in the building.
- When you volunteer at one of our schools, you are limited to the parts of the building that are necessary for you to complete your assigned task. You are not to wander the halls, visit your child's classroom or classroom teacher, visit the teacher's room, or leave the building and later return without checking in and out at the office.
- DO NOT let any person into the school building while children are in attendance even if you know that person and/or the business he/she is here to conduct. All visitors must be "buzzed in" by the school secretary.
- You shall refrain from using foul or inappropriate language at all times while on school grounds.
- You shall dress respectfully keeping in mind the impressionable age of students at our schools.

- You shall refrain from making disparaging remarks about students, staff, administration, or school/public officials while volunteering in our schools.
- You shall refrain from using the internet while in our schools unless you have been directed to perform a specific task by the teacher/staff member who has solicited your services, in which case your use of the internet is limited to the specific task.

### Confidentiality:

The guidelines for the legal and ethical behavior of school professionals are based on the following principles:

- Each person has the right to be treated with respect, dignity, and integrity.
- Confidentiality is a professional and ethical responsibility to respect an individual's right to control personal information and access to it.
- School professionals have a responsibility to act in the best interests of students when making decisions to divulge confidential information.

As a volunteer, you are expected to adhere to the following guidelines as they relate to confidentiality:

- Student information is considered confidential under the law. Such information includes student work, test scores, report cards, IEPs and files containing information about an identifiable student and his/her academic standing. If you have seen any information in any student record through your volunteer work, you are under no circumstances allowed to share that information with anyone at anytime.
- You are not to discuss information learned about a child while volunteering with his/her parent.
- As a volunteer, you may see or overhear interactions between students, between staff and students, or between staff members. Anything you may see or overhear is considered confidential and should not be discussed with another person.
- If you see or overhear an interaction between student, between staff and students, or between staff members that causes you concern for the welfare of the students or a staff

member, you must immediately report it to the building Principal or the staff member who solicited your services.

I have read the above In-School Volunteer Program During Regular School Hours policy and have been given the opportunity to ask questions to ensure that I understand it and agree to abide by the policy's terms and conditions.

\_\_\_\_\_ (Please Print)

Volunteer Name

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\_\_\_\_\_

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Principal's Signature

Date

Approved by the School Committee on November 24, 2009, by a vote of 6 – 0 – 1 absent.