School/Classroom Volunteer Agreement

Volunteers can be an asset to the school by assisting both teachers and students. First and foremost, we thank volunteers for your interest in assisting our faculty, staff, and students. The students are our greatest treasure, and our expectations are high in ensuring their well being and safety. Due to the confidential nature of our work and our commitment to protect the safety and privacy of our students and staff, volunteers must observe the following guidelines:

I understand that as a volunteer:

- Volunteer times must be pre-arranged with the classroom teacher and then fill out the KGES Visitor form on the website at least 24 hours in advance.
    - All volunteers must **sign in and out** at the front office.
    - Wear your visitor/volunteer badge at all times while in the building
- Younger siblings/pre-school age children may not accompany me when I volunteer.
- I will
    - Respect the confidentiality of all students and families.
    - A child's academic ability and behavior are confidential information and are not to be discussed with anyone.
    - Do not share student information, classroom issues, or personal matters outside of school.
- Professionalism
    - Please arrive on time for your volunteer assignment.
    - Dress appropriately for a school environment.
    - Avoid interrupting teachers during instructional time.
    - If you are unable to volunteer as scheduled, please notify the teacher or office as soon as possible.
    - The teaching abilities of individual teachers and their personal lives are confidential matters. Gossip about teachers undermines the integrity of our school. Please refrain from talking about teachers either at school or in the neighborhood.
- Student Interactions
    - Encourage students with kind, respectful, positive words and actions
    - Follow staff directions and assist where needed, but remember the teacher/staff member is responsible for instruction and discipline.
    - Never be alone with a student/students in an unsupervised area.
- Safety and Security
    - You will be required to go through the Weapons Detection System upon arrival.
    - Follow the school's policies and procedures while on campus.
    - Cell phones should not be used when around students and never used to take pictures, videos, or recordings of students and/or staff.
    - Weapons, tobacco, vapes, drugs, and alcohol are strictly prohibited.
    - Photography and/or recording of any kind is not permitted.
- You must sign your own child out in the office if you would like to take your child with you when you leave and they will then be sent down to the office.

By signing below, I acknowledge that I have read and understand the School Volunteer Guidelines. I agree to:

- Follow all school policies, procedures, and staff directions.
- Respect confidentiality regarding students and staff.
- Support a safe, positive, and professional environment for all students
- I understand that failure to follow these guidelines may result in termination of my volunteer privileges.

Volunteer Name (Print): _____

Signature: _____ **Date:** _____

Admin Signature: _____ **Date:** _____

School Year _____