

University Schools' Volunteer Agreement, Confidentiality Agreement And Volunteer Code of Ethics

Volunteer Agreement

By applying to be a school volunteer with University Schools, I agree to adhere to and abide by the terms of the Volunteer Agreement, Volunteer Confidentiality Agreement and the Volunteer Code of Ethics set forth below:

A Volunteer is responsible for:

- Following the teacher or staff member's directions.
- Asking questions when needed for clarification.
- Lending full support to teacher or staff member.
- Being prompt and dependable.
- Complying with the terms of the Volunteer Agreement, Volunteer Confidentiality Agreement, and Volunteer Code of Ethics set forth herein.

Please carefully read each item governing the terms and conditions of volunteer services at University Schools:

1. I understand that volunteer service is a privilege that may be granted, denied or revoked at any time at the school's sole discretion.
2. As a school volunteer, I have accepted the responsibility to be available as indicated on my Volunteer Application (which may be revised from time-to-time as necessary) and if unable to serve as scheduled, I will notify the school office as soon as possible.
3. I understand and agree that as a school volunteer, I will be subject to the direction and control of the Teacher/Supervisor, Principal, or Director, or their designees.
4. I will visibly wear my identification badge at all times when I am providing volunteer services for the school.
5. I WILL NOT transport children, staff, or school guests in my own vehicle without school authorization.
6. I understand and agree that I am not authorized to drive any vehicle owned, rented or leased by the school.
7. I WILL NOT contact parents, guardians or emergency contact persons unless directed to do so by the Teacher/Supervisor, Principal, or Director, or their designees.
8. 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 and politics at all times that I am engaged in volunteer activities with students.
9. I understand that it is my responsibility to inform the Teacher/Supervisor, Principal, or Director of any health/medical issue that may impair my ability to or prevent me from properly

carrying out the duties and responsibilities of the volunteer service to which I have been assigned.

10. I understand and agree that as a school volunteer, I am subject to all applicable school policies/regulations and to all directives from authorized school officials.
11. I will immediately report any injury I sustain during the course of my volunteer work. I understand that as a volunteer I am NOT covered under the school's workers' compensation insurance and if injured while volunteering will be responsible for the costs associated with any such injury.
12. As a school volunteer, I understand I am covered by the school liability insurance as long as I comply with applicable school policies/regulations and directives from authorized University Schools officials, if I immediately notify the Teacher/Supervisor, Principal or Director of any occurrence that may result in a claim.

Volunteer Confidentiality Agreement

1. As a volunteer at University Schools, I understand that I have been authorized by the Teacher/Supervisor, Principal or Director to act as a volunteer subject to the directions and control of school's administrators and teachers. As a authorized volunteer, I may, under limited circumstances, have access to student education records and other information including but not limited to student grades and test scores.
2. 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 education records nor will I disclose student education records personally identifiable student information in such records, or other information regarding any student that may reasonably be considered confidential.
3. While in the possession and control of student education records, and while handling, distributing, organizing, mailing, or filing student education records, I understand and agree that I must protect those records from being viewed or obtained by non-authorized individuals.
4. I understand and agree that questions about the content of student education records must be directed to a school employee who is authorized to review the records and provide information regarding their content. As a volunteer, I understand and agree that I should state that I am not authorized to provide information regarding student records.
5. I will never take any student education records off campus unless authorized in writing by the Teacher/Supervisor, Principal or Director, or their designee.
6. I must report any breach or suspected breach in the confidentiality of all things pertaining to a student immediately upon my discovery thereof to the Teacher/Supervisor, Principal, or Director, or their designee. I understand and agree that my failure to maintain the confidentiality of all things pertaining to a student including personally identifiable information to which I may be given access may disqualify me from further service as a volunteer at University Schools.

Volunteer Code of Ethics

In order to promote volunteerism in our school, it is essential for all volunteers to adhere to a professional code of ethics. By applying to be a volunteer at University Schools, you are agreeing to the following:

- **Dependability:** Please be dependable. Volunteer for only the time you can realistically expect to fulfill. The teacher is planning activities for you and the students. If you are not able to volunteer as scheduled, be sure to call the school and get a message to the teacher or staff member.
- **Communication:** If you have any questions about policies or procedures, please ask the appropriate person – the Teacher, the Principal, or the Director.
- **Confidentiality:** Please remember that any information pertaining to a child must not be shared outside of the classroom.
- **Support:** As a school volunteer, you are always in a support position. You support the classroom teacher and the Principal, as they are responsible for the education of the students at the school.

As a school volunteer following the professional code of ethics, you are part of the school team whose goal is to provide opportunities for all children to learn. You are a professional school volunteer!

HELPFUL HINTS

1. Sign in and out upon your arrival and departure and visibly wear your name tag for identification.
2. If you must be absent, call the school and leave a message for the teacher.
3. Remember you are acting as a role model for students. Be honest, patient, flexible, friendly and respectful.
4. Please make other arrangements for care of siblings or other children in your care, if volunteering as a supervisor of school children during a field trip.
5. Please maintain an appropriate appearance in a manner consistent with your particular responsibilities.

Have fun and enjoy volunteering!