

Volunteer Guidelines and Confidentiality Agreement St. Paul Lutheran School

St. Paul Lutheran School partners with our parents in a dynamic relationship that provides a quality learning environment. Volunteers are important to our operations and essential in building this partnership. We sincerely thank you for offering your time and talents to help us.

Purpose: The purpose of this volunteer policy is to establish guidelines and procedures for volunteering at St. Paul Lutheran School. This policy is designed to ensure a safe and positive environment for volunteers, students, and staff while promoting the mission, vision, values, and purpose of our Lutheran school.

Definition of Volunteers: Volunteers are individuals who contribute their time, skills, and services without any financial compensation to support programs and activities of St. Paul Lutheran School. Volunteers may include, but are not limited to, parents, guardians, family members, alumni, St. Paul congregational members, members of the community, and other individuals who are committed to the purpose of our school.

Please review the requirements and expectations of our volunteers:

1. **Background Checks:** Depending on the nature of the volunteer opportunity and the contact with students, a background check may be required to ensure the safety of our students. All volunteers who are required to have a background check must consent to the process. This must be done in a timely fashion or you may be declined the opportunity to volunteer for a specific event.
2. **Code of Conduct:** Volunteers must adhere to all of the St. Paul Lutheran School policies, school rules, and direction/expectations deemed necessary by the staff.
3. **Child Protection:** Volunteers are required to maintain student privacy and report any concerns or suspected incidents of abuse or neglect to the school administration.
4. **Confidentiality:** Volunteers may not access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. This requirement applies even after a volunteer stops performing the agreed upon services for the school. Volunteers may not repeat information concerning students, students' families, school faculty and staff, or school business matters. There are Federal and State laws that protect the privacy of our students which prevents the sharing of information with individuals who do not have the right to know.
5. **Scope of Commitment:** Volunteers may only perform such duties and tasks specifically approved and assigned by the supervising teacher/staff member or by a school administrator. Volunteers are expected to fulfill their agreed-upon time commitments and notify the school in advance if they are unable to attend their scheduled volunteer activities.
6. **Driver Approval & Expectations:** Volunteers driving on a field trip must complete the required field trip form and provide the necessary documents for insurance. This must be completed in a timely fashion to participate in the event.
 - a. Drivers may only drive to the agreed upon field trip location. Specifically, this means drivers are not permitted to take students to a location that was not approved as a destination. Example: Drivers may not make a decision before, during, or after a field trip to stop at a fast food restaurant.

- b. Drivers are required to adhere to all traffic regulations.
 - c. Drivers must require all students to wear their seatbelts.
 - d. Drivers may not allow students to ride in the front seat of the vehicle unless given specific permission based on the age of the student.
 - e. Drivers may not use their cell phones or other devices while transporting students.
7. **Dress Code:** Volunteers must dress in a manner that is appropriate for our Christian school and appropriate for students. Dressing conservatively is a good option. Low necklines and form fitting clothing is not appropriate when volunteering with students. The administration reserves the right to make decisions based on the appropriateness of the attire.

Please read carefully this entire document and sign and date at the bottom.

As a volunteer:

- I will not make any written or verbal statement about a child's disability, learning needs, behavioral issues, or family information.
- I will not make any written or verbal statements about St. Paul Lutheran School that would divulge any school business or information about a faculty or staff member.
- I understand that I am subject to a code of ethics similar to that which binds faculty and staff of St. Paul Lutheran School.
- I accept that the school administration and/or the Christian Day School Board reserves the right to deny or remove any volunteer violating this policy.
- I will not criticize or interfere with the school's routine and operations. St. Paul Lutheran School may have certain procedures that I, as a volunteer, may not understand or agree with. I will discuss my concerns with the appropriate sponsoring teacher first. If I feel the issue is not resolved, then I will present my concerns to the school administration.
- I understand if at any time I violate the terms of this policy, then termination of my volunteer services may occur and if warranted, legal action may be pursued.

Modification: St. Paul Lutheran School reserves the right to modify or update this policy/agreement as deemed necessary by the school administration. Volunteers will be notified of any changes in a timely manner.

You play a vital role by volunteering at St. Paul Lutheran School by supporting the education, growth, and experiences of our students. Your commitment and dedication contributes to the success of our school community.

By signing this document, I am stating that I accept the terms of this agreement.

Signature

School Year

Printed Name