



Westgate Community School Volunteer Agreement

Responsibilities – Guidelines and Expectations for WCS Volunteers:

- Volunteers are required to provide their ID to the main office of the school for entry anywhere in the building.
- Volunteers are required to wear a RAPTOR name badge at all times while in the school building.
- Volunteers must have completed the required Westgate background check.
- Please make sure you dress appropriately. Revealing clothing or clothing that contains inappropriate words or messages is not allowed.
- Cell phones are to be kept on “silent” and you should not be accepting phone calls or texting during volunteer time if you are working with students. In volunteer capacities outside the classroom, phones should still be turned to silent and you should refrain from private communications on electronic devices.
- Your commitment is valued! Please be reliable and on time. If you are unable to volunteer on your scheduled day, please contact the cooperating staff member.
- **VOLUNTEERS ARE NOT ALLOWED TO BE ALONE WITH STUDENTS.**
- Refrain from being in the staff lounge and/or lunch room, unless directed there by the staff.
- Faculty and staff will handle all behavior or discipline with the children. A volunteer must never reprimand or get involved in disciplining students outside of reporting directly observed behaviors to teachers.
- Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and teaching of new concepts.
- A volunteer should perform no duties other than those expressly assigned to him/her. Roaming halls, visiting your child’s classroom, and/or attempting to conference with teachers is not permitted. Volunteers are expected to report directly to the location where they are volunteering and refrain from participating in other business or activities in the building unless specifically asked to do so.
- A volunteer should follow the specific directions given by the cooperating staff member. Please try to follow them as closely as possible and ask if you have any questions.
- If we find that your child has a hard time working with you in the classroom, we might need to adjust the time and place that you do your volunteer work at school.
- Notify a staff member immediately if a student confides in you about an abusive situation. Staff will do the necessary follow-up.
- Younger siblings are to be left in the care of others when you are volunteering at the school.



As a volunteer assisting within Westgate Community School, I understand that I have been authorized to work within the school subject to the direction and control of the school administrator and teachers.

- I know that when I am in the school, I may extract information about students' behavioral, academic, or personal matters.
- No matter what, I will not divulge any information about any child based on my classroom or school volunteer time.
- If parents ask me questions about their child or any other student, I will refer them to school personnel.
- Under no circumstances will I share information about any children with other parents.

Therefore, when signing the Volunteer Agreement, you understand and agree:

1. That you have read and understand the Code of Ethics and Rights and Responsibilities sections of this document.
2. That by providing the information requested, you consent to the school conducting a background check.
3. That failure to maintain the confidentiality of all student education records and information to which you are given access, may disqualify you from further service as a volunteer in the school.
4. That the school reserves the right to decline the volunteer service of anyone.
5. That the Executive Director will periodically check in with staff to help monitor volunteers. Cooperating staff and the Executive Director will contact a volunteer if there is a concern regarding that volunteer.