



SOARING ^{TO} NEW HEIGHTS

Learn. Grow. Lead.

Our school is a vital part of the community and we are thankful that you are volunteering. Volunteers are a key component in our school's success. Respecting one's privacy and confidentiality are very important. Each student with whom you work has the right to expect that nothing that happens to or about him/her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical or safety emergency, in which confidential information may be necessary for a student's care or welfare, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal. Parents, friends, or community members may, in good faith, ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student, even with members of your own family or his/her family.

Volunteer Guidelines and Protocols

Volunteers are asked to sign in at the office before reporting to their designated area and sign out before leaving. Please wear your visitor's badge at all times.

- As a volunteer, you have the opportunity to impact the success of many students. Your willingness to contribute is highly regarded by all. Remember, we are modeling the behavior we are expecting from our children. Volunteers should model respect for teaching and learning by reporting to their designated area only. Please avoid "drop-in" visits to the classrooms.
- Please remember to focus on the children and save adult conversation for later. It is important to recognize when the children are presenting positive behaviors and "catch them" being positive members of our community. If there is an incident that requires disciplinary action, please inform school personnel and they will provide appropriate intervention.
- A volunteer shall not be in a one-on-one situation with a child during or outside of a school day. Volunteers should not be with a student/s unless in the presence of a classroom teacher, administrator, or appropriate school personnel.
- Volunteers must provide identification and sign in/out at the school's main office. Volunteers shall wear the "Visitors" badge or other means of identification, as required by school policy.



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Volunteer Liability and Indemnification

A volunteer shall at all times indemnify and hold harmless Bromley East Charter School and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

I understand the expectations outlined above; including the volunteer guidelines & protocols, confidentiality and agree to abide by the guidelines set forth.

Volunteer Name: _____

Volunteer Signature: _____

Date Signed: _____