

VOLUNTEER POLICY

Thank you for volunteering your time and talents to the Woodland park Elementary Schools. We welcome all the time you put into working with our staff and students and want to extend our appreciation for your work.

Supporting our children's education is our most important goal and, without our volunteers, that goal simply cannot be reached. Being a volunteer carries with it responsibilities that help us all attain that goal. Thank you, again, for your commitment to our children's education.

In order to maintain our high professional standards in working with the staff of Gateway, Columbine and Summit, we need to adhere to the following policies:

1. Working as a volunteer is the same as working in a job. Please contact the school office if circumstances preclude you from working at your scheduled time.
2. You must sign into the office each time before your assigned schedule to sign the Volunteer Log and to pick up a volunteer badge. Please return the badge to the office when your time is up.
3. When assigned a certain job, please stay with that job until it is completed or until your scheduled time is up.
4. Please do not bring infants and preschool children to school while volunteering, due to liability factors and the distractibility they may cause to you and the students.
5. Confidentiality must be maintained. Confidentiality means keeping information accessed through witnessing, hearing or seeing to yourself. In the school setting, all information related to students is confidential.

I have read the previous policies and guidelines for volunteering at _____ Elementary School, and I agree to abide by these policies.

Signed _____

Date _____