

VOLUNTEER POLICY & CONFIDENTIALITY AGREEMENT

Thank you for your interest in volunteering at Circle of Care & A Developing Mind Elementary! For the safety and security of our students and school community, there are a few requirements to fulfill before you may officially volunteer at Circle of Care & A Developing Mind Elementary. These include:

- Read Volunteer Policy before volunteering.
- Fill out Volunteer Background Form and/or Idaho State Police form to be processed by a law enforcement agency (submit a form & driver's license) and sign the Volunteer Confidentiality Form.
- Provide a copy of auto insurance to have on file for driving on a field trip.
- Wear a Volunteer Button/Sticker while at school.
- Attend Volunteer Orientation Session to help new volunteers get off to a good start (strongly encouraged but not mandatory).

Please see below for details on each of these requirements. Questions? Feel free to email Circle of Care & A Developing Mind Elementary at fssofni@msn.com or call the Office: (208) 777-1600.

Background Check (Required) & Request for Criminal History Information

The Circle of Care & A Developing Mind Elementary requires that a background check be completed before you can volunteer at school. Even if you don't plan on being a regular volunteer, please fill out this form now so that if you find you have time to chaperone on a field trip or help out at a classroom event, you will be able to do so.

Please fill in and return the Volunteer Form along with a copy of your driver's license or other valid ID. If you don't have access to a printer or copier, stop by our office; we have hard copy forms on hand and are happy to make a copy of your license for you.

Those volunteers that are in the classroom for more than two hours regularly and/or will be helping transport children must do a Criminal Identification Background check through the Idaho State Police. A \$10 fee is assessed for this requirement. Please Note: Background checks are valid for two (2) years only. If you are a returning volunteer, please check with the Director or staff to make sure your form is still valid.

Proof of Auto Insurance (Required)

The Circle of Care & A Developing Mind Elementary requires that any volunteer driving children on a field trip MUST have on file a copy of their current proof of automobile insurance. This requirement is in addition to the background check and copy of driver's license.

Please Note: Many auto insurance policies expire every six months. If you receive a new proof of insurance card before the end of this school year, please resubmit a copy.

Volunteer ID Button (Required)

Circle of Care & A Developing Mind Elementary requires that all volunteers wear a Volunteer ID Button (or a temporary sticker, available in the main office) while volunteering on the school grounds.

Volunteer Orientation (Suggested)

Are you new to volunteering at Circle of Care & A Developing Mind Elementary? If so, we suggest attending our fall orientation session. If you are unable to attend, a personal orientation can be done by contacting the Circle of Care & A Developing Mind Elementary main office.

Volunteer Guidelines

Please observe these guidelines when volunteering. Thank you!

- Sign IN and OUT in the main office every time you volunteer.
- Wear your Volunteer ID button while at school.
- Volunteer for the whole class, not just your child.
- Academic instruction and discipline must be left to certified classroom personnel. Volunteers provide general help and support.
- Respect CONFIDENTIALITY. Protect and respect information you see or hear, especially pertaining to a student's work, behavior, or background.
- Be courteous, exhibit good behavior, and otherwise provide a positive example for our students.
- Keep cell phones off or on vibrate. If you need to take a call, please do so outside of the classroom.
- Consult the teacher before bringing younger siblings or other children into the classroom with you when you volunteer.
- Some teachers do not use volunteers in the classroom, but appreciate help OUTSIDE OF CLASS. Check with each teacher about his/her needs.

Thank you again for your willingness to participate and be a volunteer. We are a better institution for it. We look forward to working with you! Please do not hesitate to contact the Director or staff should you have questions or suggestions!

VOLUNTEER CONFIDENTIALITY FORM

Confidentiality is a strong consideration in volunteering with the Circle of Care & A Developing Mind Elementary. We wish to protect the privacy of all our children, their families, and staff to provide the best services possible.

Communication of personal and educational information regarding students, parents, staff or associate must be regarded as confidential. Student’s academic and medical records, telephone contacts and information about students, families, employees of the district acquired through volunteering must NEVER be communicated beyond the scope of professional and paraprofessional personnel who require such information to work with the student. Questions regarding the practice, policies, types of cases and/or internal problems should be directed to the Director.

This policy concerning confidentiality shall emphasize that any infringement will be considered a gross violation of rules and may lead to immediate discontinuing of volunteer relationship with the Circle of Care & A Developing Mind Elementary.

I have read the above “Confidentiality Policy” and agree to abide and uphold for the duration of my volunteer time as well as permanently thereafter.

Signed by Volunteer: _____

Date: _____

Printed Name: _____