



POLICY KF, E-1

VOLUNTEER AGREEMENT (NON-COACHING) 2009/2009 School Year

Thank you for offering to serve as a Volunteer for Boulder Valley School District ("School District")! The purpose of this Volunteer Agreement is to establish expectations for Volunteers, which will help ensure that effective learning and teaching take place in a safe, secure and welcoming environment.

A Volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of the professional staff. (Board Policy KF)

As a Volunteer for the School District, I understand and agree to the following:

- I will receive authorization from the School District Principal/Administrator prior to providing service as a Volunteer.
- At all times, I will serve under the direct supervision of a School District staff member.
- I understand that the District reserves the right to decline my volunteer service at any time.
- I understand that I must follow all Board of Education policies, particularly those applicable to Volunteers (KF, KFD, KFD-R, KK), as well as School District and building regulations, goals, priorities and guidelines.
- I understand that I am expected to be familiar with the school building's evacuation and lockdown procedures.
- **Confidential Information.** I may, under limited circumstances, have access to student education records in connection with my service as a Volunteer. Student education records include all names, addresses, records, files, documents, and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test scores). I agree to maintain the confidentiality of all student education records that I may generate or to which I may be given access as a Volunteer. This means that I agree not to disclose student education records or personally identifiable student information in such records to any person other than the school administrator(s) with whom I am working. Should I inadvertently acquire any confidential information concerning students or staff through the use of district technology, I understand the access of such information must be reported immediately to a district administrator. I will never take any confidential student records off campus unless specifically authorized by the school administrator(s) with whom I am working. I understand and agree that my failure to maintain the confidentiality of all student education records to which I may be given access may disqualify me from further service as a Volunteer in the School District.
- **Communications and relations with staff are expected to conform to the following District norms:**
 - Treat others the way you wish to be treated:**
 - Use "I" messages.
 - Respect others' feelings.
 - Use honesty with tact.
 - Speak well of one another and intentionally look for ways to encourage each other.
 -and when the need arises to address an issue:
 - Go directly to the person with whom you have the issue:**
 - Respect the need for an appropriate time and place.
 - "May I make an appointment?"
 - "Is this a good time?"
 - "I'd like to check something out with you; when can we get together?"
 - Address the issue, not the person.
 - Ask questions in a nonjudgmental way to "check things out."
 - "Can you help me understand?"
 - Be specific about the issue.
 - Disagree in a spirit of honest debate that respects our diversity.

