



ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL
10 New Bond Street ▪ Worcester, MA 01606
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Website: www.akfcs.org

2015-2016 Volunteer Policy

Dear Volunteer,

Thank you for volunteering your time at the Abby Kelley Foster Charter Public School.

- All volunteers must complete a CORI Form with the Abby Kelley Foster Charter Public School. This form must be completed every three years. Please contact Mrs. Stone in the Elementary School at 508-854-8400 x3627 to confirm the status of your CORI. Once your CORI Check is clear, please contact your child's homeroom teacher directly for volunteer opportunities.
- All volunteers must sign the Volunteer Policy Acknowledgment Letter / Volunteer Confidentiality Statement page (attached) before they begin.
- All volunteers must follow all expectations, responsibilities, procedures, and school rules listed here and in the Abby Kelley Foster Student Handbook.

Expectations and Responsibilities:

As a volunteer, you have responsibilities in every contact you have with students, teachers, and staff. Please remember to have a positive attitude and model a cooperative spirit in your interactions with school personnel. Please be on time and contact your child's teacher if you will be late. Please respect the privacy and confidentiality of students and staff members. Please try to learn the students' names and their correct pronunciations as soon as you can. Also, be certain students know what you would like to be called. Please do not use your time with a teacher to discuss your child or another child's behavior or situation; if you are need of time to talk about your child, please schedule an appointment. Please refer discipline matters to the teacher; the job of the teacher is to maintain classroom order even when other adults are in the room.

School Procedures

- Volunteers must sign in and out on the registration book located at the front lobby. Volunteers will also receive a volunteer name badge to ensure the safety of all students at our school.
- Please keep track of your personal belongings. There is not a space where these items may be stored.
- Volunteers are expected to wear appropriate clothing; neat, business casual attire is the preferred choice when volunteering.
- Please do not just drop in to offer help. All volunteering should be pre-arranged with your child's homeroom teacher.
- Please contact your child's homeroom teacher if you cannot make the pre-arranged time for which you have been scheduled.
- Volunteers should not use copiers or other office equipment without permission from a teacher or Abby Kelley staff person.
- Cell phones should be off while you are working with children, except in case of emergencies.
- Parent Volunteers should make other arrangements for siblings and/or other children while volunteering in the classroom.
- Volunteers may not go into any additional areas or classrooms within the school during their scheduled visit.
- To give teachers time to complete dismissal procedures properly, all volunteers should complete their activities by 2:00 pm.

Confidentiality

- Volunteers shall respect the privacy concerns of students and staff and shall hold in confidence all information learned in the course of their volunteer service, whether that information is obtained through written records or daily interaction. Volunteers will not disclose an individual's confidences to anyone except: 1.) as mandated by law; 2.) to prevent a clear and immediate danger to a person or persons.
- Volunteers shall possess a professional attitude which upholds confidentiality towards students and staff and any sensitive situations within the school.
- Upon leaving this volunteer position, volunteers shall maintain student and staff confidentiality and hold confidential any information about sensitive situations within the Abby Kelley Foster Charter Public School
- Please remember that volunteering to work in the classroom is a privilege – not a right. Violations of confidentiality may cause school authorities to immediately suspend that privilege.

We look forward to working with you and hope that you will enjoy your experience as a volunteer. On behalf of our students, teachers and administrative staff, we thank you.

Abby Kelley Foster Charter Public School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness and all students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

**Please sign and return this page with your CORI Request.
Please keep the one-page 2015-2016 Volunteer Policy for your
reference. Thank you.**

Volunteer Policy Acknowledgement Letter

I have received a copy of the one-page Abby Kelley Foster Charter Public School 2015-2016 Volunteer Policy. I will read it or will have it read to me carefully. I understand that this Volunteer Policy is intended to cover the expectations, responsibility, and confidentiality requirements most often applied to day-to-day-volunteer activities, and that some of the information may change from time to time as procedures evolve. I understand that I will be notified in writing of these changes.

Volunteer Signature

Date

Volunteer Name (Please print)

Volunteer Confidentiality Statement

I shall respect the privacy concerns of students and staff and I shall hold in confidence all information learned in the course of my volunteer service, whether that information is obtained through written records or daily interaction. I will not disclose an individual's confidences to anyone except: 1.) as mandated by law; 2.) to prevent a clear and immediate danger to a person or persons.

I shall possess a professional attitude which upholds confidentiality towards students and staff and any sensitive situations within the school.

Upon leaving this volunteer position, I shall maintain student and staff confidentiality and hold confidential any information about sensitive situations within the Abby Kelley Foster Charter Public School

I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

Volunteer Signature

Date

Volunteer Name (Please print)