



Josiah Haynes School

169 Haynes Road
Sudbury, MA01776

(978) 443-1093
(978) 443-7513(fax)

Volunteer Contract

All adults who volunteer in the school must agree to the following expectations. These requirements are essential in maintaining a safe and supportive learning environment for all children and their families. Please review this information, sign the contract below and return the contract to the front office. Thank you.

Confidentiality

Expectations for confidentiality apply to staff and all volunteers. Privacy laws govern all information pertaining to students and staff within the school. Information gained by volunteering must NOT be discussed outside of school. Any breach in confidentiality would result in that volunteer not being able to continue working in the school.

Interaction with Students

All staff and volunteers are expected to model responsible and respectful behavior in the school. Adults must maintain a positive and encouraging approach in working with students. We do not permit yelling at students, physical interactions, the use of negative comments, or sarcasm.

Communication

Volunteers may not use their volunteer time to conference in any manner with their child's teacher. The role of a volunteer is to assist the teacher and to support the learning of all children. In order to serve in an assisting capacity, it is not appropriate to bring younger siblings with you when you volunteer.

Cori Checks

The State of Massachusetts requires that all volunteers in a school submit their names for a CORI check (criminal records check). The Superintendent of Schools will notify the principal if the background check of an individual disqualifies them from volunteer work with students.

I have read and agree to the guidelines for volunteering in the school.

Name: _____ Date: _____