

Treeside Charter School Volunteer Policy

Treeside Charter School recognizes that volunteers are a vital part of the success of our charter school. Volunteers are welcome and encouraged in all aspects of school operation to ensure that parents and the larger school community are connected to the school and to reduce the cost of labor at the school.

Volunteers shall sign an agreement that authorizes them to work at the school. That agreement shall include:

- A description of potential work
- Authorization for the school to perform a criminal background check (fingerprints will be requested – but are required for all volunteers that have significant unsupervised access to students)
- A statement of confidentiality requirements.

School administration shall ensure that these agreements are kept on file for each volunteer, and shall ensure that a list of authorized volunteers is kept at the school at all times. Administration shall ensure that all volunteers who perform work on behalf of the school are properly authorized.

Treeside Volunteer Confidentiality:

I hereby agree to regard all information received in the performance of my volunteer work at TCS as confidential. Information, which must be kept confidential, includes anything heard or seen at the school, including students' behaviors and/or academic status. Please refer all questions to the teacher. I understand that TCS respects the rights of its students, staff and volunteers with regards to privacy of information. I agree to respect these rights in the performance of my volunteer duties and to keep 'professional' confidentiality in all statements outside of school. I also understand that I am not permitted to remove or make copies of any school records, reports, or documents. Release of confidential information can result in dismissal from my services and could involve me in legal proceedings.