

**Carlisle Public Schools
Volunteer Policy
Policy # 09.03.1997**

**Revised 11/05/2003, 10/04/2006, 03/03/10,
03/05/14, 3/14/18**

The Carlisle Public Schools rely heavily on the talents and assistance that volunteers bring to the school program, both for regularly scheduled work aid and for occasional special projects. However, volunteers may be asked to serve in whatever capacity meets the needs of the Administration and of classroom teachers at any given time.

The Administration will stress to volunteers that respect for the rights of others is essential in the school environment. Faculty, staff and students are to be accorded privacy. Volunteers will not be allowed to work in any area where confidentiality is likely to be compromised. However, should a volunteer, in the course of performing his/her duties, overhear, observe or otherwise become party to information which is confidential or sensitive, it is expected that s/he will not discuss such information with anyone. If a volunteer sees or hears anything of concern, s/he should immediately consult with the appropriate administrator.

Volunteers are also expected to respect the faculty and staff's personal space and to refrain from entering the Teachers' Rooms without express invitation.

All Volunteers are expected to sign and to abide by the Carlisle School Volunteer Guidelines & Contract.

All volunteers are required to sign a Criminal Offender Record Inquiry (C.O.R.I.) permission form prior to serving as a volunteer.

CARLISLE SCHOOL VOLUNTEER GUIDELINES & CONTRACT
Revised 11/15/2013, 3/14/18

The administration and staff at Carlisle Public Schools are extremely grateful to the parents and community volunteers who so generously give of their time and talent to support the schools. Their work is valued well beyond the words in this document. That said, in order for the CPS Volunteer Program to be successful for all involved, a number of guidelines must be followed. Please read the guidelines below carefully. If you have any questions, please don't hesitate to ask the appropriate administrator for clarification. Again, thank you for your service to the Carlisle Public Schools.

1. Confidentiality is crucial for our students' safety. Thus, volunteers are expected to keep all information regarding the students and staff in the school confidential. If there is information that you feel should be shared, please speak to the appropriate administrator.
2. Volunteers are expected to respect faculty and staff personal space. Typically volunteers are kept quite busy. However, if you find yourself with unassigned time, please report to the Main Office where you can relax until your duties resume.
3. If you are unable to fulfill your volunteer assignment on a given day, please contact the Coordinator or teacher as soon as possible.
4. For the security of our students, Volunteers are required to sign in and pick up a nametag upon arrival, and to sign out and return the nametag upon leaving. Nametags should be worn in a visible place while on school property. (Even if you are well known to many CPS staff, all volunteers will be asked to wear nametags.) The Volunteer sign-in station is located in the Spalding Main Office. Volunteers will sign in each and every time, and will return name tags when leaving.
5. By law, volunteers are required to sign a permission slip for the school to conduct a Criminal Offenders Record Information check. C.O.R.I. checks must be completed for those with the potential of unmonitored contact with children as a requirement of state and federal regulations. Therefore, all volunteers are asked to complete the permission form. A copy of the Carlisle Public Schools' Policy on C.O.R.I. checks is available at the main office. CORIs need to be completed every 3 years.
6. Volunteers are requested to park in the main lower parking lot.
7. Smoking is not permitted anywhere on school grounds. This is a Massachusetts law.
8. Volunteers are asked to contact the appropriate administrator regarding any problems they may encounter.
9. Volunteers should refer students with behavioral issues to the appropriate school personnel.

I have read and understand the guidelines above, and I agree to comply with them. My signature below confirms such agreement and indicates that I have received a copy of this guideline/contract.

Print Name

Date

Signature

Thank you for Volunteering