

College Community School District Volunteer Agreement, Policies, and Expectations

I. Acknowledgment of Volunteer Status and Non-Employment

By choosing to volunteer, the individual ("Volunteer") acknowledges and agrees to the following terms and conditions:

1. **Non-Employment Status:** The Volunteer position is an unpaid, voluntary role. The Volunteer explicitly acknowledges that this role **does not include any rights of employment or any benefits afforded to College Community School District (CCSD) employees**. The District reserves the right to call upon Volunteers only as needed and to terminate the volunteer relationship at any time, with or without cause, at the sole discretion of the District.
2. **Adherence to Policies:** The Volunteer agrees to abide by all Federal, State, and Local laws, as well as all policies, procedures, and rules established by the College Community School District Board of Directors and Administration, including the expectations outlined in this document, as a condition of continued service.
3. **Waiver of Liability (Limited):** The Volunteer acknowledges that they serve at their own risk and waive any claim against the District for wages, benefits, or any condition of employment related to their voluntary service.

II. General Guidelines

1. **Placement and Assignment:** Volunteer positions may be secured through a student's teacher or building administrator. Individuals without a specific connection should contact the District Volunteer Coordinator for available opportunities.
2. **Field Trips:** Chaperoning a field trip is considered a volunteer event and is subject to all procedures and expectations set forth for all Volunteers, including those in this Agreement.
3. **Check-In/Check-Out Procedure:**
 - Upon arrival at any school building, the Volunteer **shall** report immediately to the main office to be signed in using their driver's license or state-issued identification card.
 - The Volunteer **must** wear the provided nametag for identification at all times while in the building.
 - The Volunteer **shall** sign out at the main office before leaving the school grounds.

III. Volunteer Expectations (Covenants of Service)

The Volunteer agrees and covenants to uphold the following core expectations:

1. **Registration and Background Screening:** The Volunteer **must** complete the required online volunteer registration form annually to volunteer with PK-12 grade students/programs, including chaperoning all field trips. The Volunteer consents to the necessary background screening process, which is a condition of approval.
2. **Supervision:** The Volunteer **shall** work solely under the direct supervision of a designated College Community Schools staff member. Volunteers are only authorized to perform tasks and supervision as directed by the supervising staff member.
3. **Safety and Conduct:** The Volunteer **must** observe all District safety guidelines and conduct themselves in a professional manner consistent with the ethical standards expected of all individuals interacting with students and staff.
4. **Confidentiality:** The Volunteer **must** maintain absolute confidentiality of all student and family information they may access, observe, or overhear. Disclosure of confidential information to unauthorized persons is strictly prohibited and may result in the immediate termination of the volunteer relationship.

IV. Mandatory Reporting of Student Information

The safety and well-being of all students are paramount. The District has staff members who are mandatory reporters under state law for allegations of child abuse or neglect.

1. **Duty to Report to Staff:** If a student shares concerning or reportable information with a Volunteer, or if the Volunteer observes or receives information that reasonably suggests a student may be a victim of abuse, neglect, or may pose a danger to themselves or others, the Volunteer's expectation is to report this information.
2. **Immediate Reporting Protocol:** The Volunteer **shall** immediately and directly report the information to the student's **teacher, a building principal, or a guidance counselor** within the school building.
3. **Fulfillment of Duty:** This immediate report to a designated staff member ensures that the District's certified mandatory reporters can fulfill their legal mandatory reporting duties to the appropriate state agencies (e.g., Department of Human Services) as soon as possible, in compliance with state law.
4. **No Independent Action:** The Volunteer **shall not** attempt to investigate the incident, contact the student's parents/guardians, or take any other action other than immediately reporting to a designated staff member.

V. Non-Discrimination Policy

It is the policy of the College Community School District to maintain a nondiscriminatory environment in every aspect of the operation of the District. The District shall provide

equal educational and employment opportunities without regard to color, sex, race, national origin, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, disability, or socioeconomic status (for programs) in its educational programs and activities.