



Volunteer Agreement

Thank you for choosing to volunteer at Monarch Academy.

As a volunteer your services to City Schools are provided strictly in a volunteer capacity without any expressed or implied promise of employment. Some volunteer opportunities may require you to submit to additional background screening. Based upon the results of your screening City Schools may limit or terminate your services at any time.

As a volunteer, you agree to:

- Be dependable and arrive on time
- Notify the designated school staff with reasonable notice about absences, tardiness and any other problems that may prevent you from fulfilling your obligation
- Sign in and out each time you visit the school
- Not take disciplinary action against students
- Respect the privacy of all students, staff and volunteers by keeping all information received confidential (including but not limited to test results and home/family matters)
- Never be under the influence of or in possession of alcohol or drugs while serving
- Never carry weapons while serving
- Be respectful of students' learning abilities
- Not use inappropriate language while volunteering
- Never transport children without permission
- Try to avoid using electronic devices such as cell phone or Blackberry, while working with students
- Not engage in religious or political activity when volunteering
- Never give medication to children
- Not to photograph a student without express permission from the principal
- Report unsafe conditions and notify appropriate school personnel of and suspected child abuse and/or neglect
- Communicate any concerns or questions to the teacher, principal or volunteer coordinator

You confirm that you have read, understood and accept the statements detailed above. You also agree to submit to the policies, regulations and procedures of Monarch Academy.

Should you have any questions or concerns about becoming a volunteer, please contact Heather Higgins at 443-829-6131 or email: hhiggins@bcps.k12.md.us

Volunteer's Signature

Date

Print Name