



**2019-20 VOLUNTEER CLEARANCE FORM**

Dear School Volunteer:

Thank you for your interest in volunteering at our school. Volunteers are an integral aspect of a great school. Bridges Preparatory School has instituted the following guidelines for all who wish to volunteer their time at our school. This includes field trips, classroom and office support, duty support and any other volunteer support that may involve direct contact with students at a school.

Bridges Preparatory School expects that all volunteers follow the guidelines listed below:

- + Some volunteers may be asked to attend a parent volunteer orientation according to certain Tasks (ex. Room Parent).
- + All volunteers will check in at the office and wear a school-issued badge.
- + All volunteers are expected to practice professionalism: arrive on time, turn off cell phones, and dress appropriately.
- + In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non-school age children to school with you when you are volunteering.
- + Volunteers are to use staff restrooms only.
- + Confidentiality of information obtained through your volunteer efforts must be maintained.
- + Respect the privacy of everyone in the classroom. This includes materials you may see on the students' or teachers' desks.
- + When addressing student behavior: ask politely twice, then inform the teacher.
- + School trip drivers must have on file an approved driver form (annually).
- + The school reserves the right to revoke volunteer privileges at any time.

We thank you for your willingness to help us help all students succeed. Adherence to these guidelines will help ensure that all students learn in a safe, secure environment.

By signing this form, I represent that I have not been convicted of a felony, and that I am not a registered sex offender. I agree to allow the school to keep a copy of my driver's license/personal identification on file (information will not be used for any other purpose).

**I have read the school's volunteer policy in the Family Handbook, understand my role and responsibilities, and willing to comply with them:**

Print Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

Grade(s)/Teacher(s): \_\_\_\_\_

Interested in volunteering for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Bridges Preparatory School Confidentiality Agreement

WHEREAS, BRIDGES PREPARATORY SCHOOL (BPS) is in need of volunteers to assist at school during the 2019-20 school year.

WHEREAS, after conducting the necessary background checks and qualification assessments, BRIDGES PREPARATORY SCHOOL has agreed to allow you to serve as a Volunteer, which will require exposure to and the handling of numerous confidential matters, confidential information, and related matters for students, both general and specific, as well as transmittal of electronic and email communications, in the ordinary course and scope of the services to be provided by Parent/Guardian on behalf of BRIDGES PREPARATORY SCHOOL.

WHEREAS, BRIDGES PREPARATORY SCHOOL desires to maintain the strictest of confidentiality of all matters in general and specific relating to the students and the operation of the school, as well as to the general and specific procedures, techniques or educational strategies, in addition to any student-related information entrusted to Parent/Guardian by BRIDGES PREPARATORY SCHOOL.

WHEREAS, BRIDGES PREPARATORY SCHOOL is required to protect, maintain the confidentiality of student matters and information, both during as and for the pendency of Parent/Guardian's association with BRIDGES PREPARATORY SCHOOL as a Volunteer, as well as after the Parent/Guardian ceases serving as a Volunteer.

NOW THEREFORE, as and for the consideration of the opportunity to serve as a Volunteer, the parties hereto, hereby mutually agree, promise and covenant to keep and abide by the following terms and provisions in order to achieve and fulfill the above stated purposes and objectives of this agreement.

Parent/Guardian agrees that during his/her association with BRIDGES PREPARATORY SCHOOL and after the termination of such association, Parent/Guardian will not disclose to anyone whomever any facts, events, descriptions whatsoever, either general or specific, regarding any student or any information or strategies pertaining to any student matter. Parent/Guardian further agrees not to use or transmit any email communications for any other purpose other than those associated with and/or required while serving as a Volunteer. Parent/Guardian agrees to adhere to all rules, protocols, and procedures of BRIDGES PREPARATORY SCHOOL. Furthermore, it is fully understood that this agreement is completely separate from and collateral to the association relationship which is at will, and nothing about this agreement shall be construed in any fashion to create a contract or employment.

Parent/Guardian Signature:

---

Date: \_\_\_\_\_



SC Public Charter School District

Permission for SLED Background Check and Child Abuse Prevention Assurance Form

Full Name (Print): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Position (Teacher, volunteer, etc.): \_\_\_\_\_

I give my permission for Bridges Preparatory School and the SC Public Charter School District to conduct criminal background checks of local, state, and national law enforcement databases as a condition of my employment or volunteer position with Bridges Preparatory School.

In addition, I, \_\_\_\_\_, certify that I am not now nor have I been in the past the subject of an investigation pertaining to accusations or allegations or charges against me of child abuse, child neglect, or sexual abuse, harassment or exploitation of a child.

Have you ever been found guilty or convicted of any violation of law other than a traffic ticket?

Circle: Yes or No

If yes, provide explanation:

**NOTICE:** Bridges Preparatory School does not discriminate on the basis of race, gender, disability, age, religion, immigrant status, or national origin in its educational programs and employment practices.

All statements provided on this form, my application for employment, and references are true and accurate with full disclosure by me of all information pertinent to my employment or volunteer position in a K-12 educational setting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_