

Davis Elementary School  
410 Davis Road  
Bedford MA, 01730

Lane Elementary School  
66 Sweetwater Avenue  
Bedford, MA 01730

### VOLUNTEER CONTRACT AND CONFIDENTIALITY AGREEMENT

As a volunteer, I understand I am taking on a unique and different role in the Davis School community and I agree to follow the volunteer expectations indicated below. I will be respectful, responsible and ready as a volunteer by doing the following:

- Ensuring that I have a CORI check on file
- Signing in and out of the office
- Being prompt, reliable and conscientious
- Being patient and kind and modeling positive behavior
- Using respectful, encouraging and appropriate language when speaking with students and adults
- Respecting the privacy of all children
- Keeping observations, experiences and information strictly CONFIDENTIAL
- Referring ALL discipline to the teacher or staff member
- Understanding that mistakes are part of the learning process (socially and academically) and allowing students and teachers to work through these processes
- Respecting the activities as outlined by the teaching staff, assistants and administrators
- Remembering that my role as a volunteer is to help and support ALL of the students in the classroom
- Turning off or silencing my cell phone so that my child and other children know that I truly am present and working in the classroom, library, art room, field trip, cafeteria, etc
- Understanding that younger siblings MAY NOT be included when I am volunteering due to liability reasons and so that I may devote quality time to the classroom without distraction to student learning

This contract must be signed (or signed electronically through the BEST Online Volunteer Packet found at [bestpto.org](http://bestpto.org)) and returned by every adult who wishes to volunteer at either Davis or Lane Elementary School.

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Volunteer 1 Signature and Date

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Printed Name

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Volunteer 2 Signature and Date

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Printed Name