



## Volunteer Information and Responsibilities

- **When to sign in/out:** All volunteers must sign in and out each day at the site's designated area.
- **Confidentiality:** Volunteers are responsible for respecting the confidentiality of all students, staff and privileged information to which they may be exposed to as a volunteer. Our students and their families entrust Ceres Unified School District with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. It is essential that you not share any information about students, even with your own family, friends, or acquaintances.
- **When am I obligated to report child abuse?** You are obligated to report when you are in your role as a volunteer for CUSD. Volunteers should report to the school administrator or teacher if they have any reason to believe a student has been abused or neglected.
- **How are abuse and neglect defined?**  
**Abuse:** the non-accidental commission of any act against a child that causes or creates a substantial risk of injury.  
**Neglect:** the failure of the caregiver to provide minimally adequate care in these areas: food, shelter, clothing, medical care, supervision, emotional stability, or other essential care.  
**Sexual Abuse:** any sexual contact between a child and a caretaker. This includes involvement with pornography.
- **Resignation/Dismissal:** If for any reason you decide not to continue volunteering with CUSD, please inform your site administrator and those you work with directly. CUSD reserves the right to discontinue the volunteer relationship with any individual.
- **Dress Code/Staff Lounge Usage/Personal Phone Calls:** Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.
- **Parking Lot:** Drivers must watch closely for students and others at all times when driving near schools or in school parking lots. You should also check with the school office for information on where you may park.
- **Theft:** Theft of personal items has not been a problem for CUSD, but it is highly recommended that volunteers not bring excessive amounts of money on campus. If you carry a purse, ask to place it in a secure location.
- **Standard of Conduct:** By volunteering with Ceres Unified School District, you have a responsibility to the District and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised. We expect each person to act in a mature and responsible manner at all times.