

## Volunteer Policies

OCS greatly appreciates volunteers. The office lists volunteer activities.

1. Volunteers must sign the Child Protection form, to be kept on file in the office.
2. OCS reserves the right to do a background check on volunteers should the need arise.
3. OCS volunteers represent the school, therefore we would ask that they follow our policies of behavior, speech and appearance while at OCS.
4. Volunteers are used to assist our staff. Volunteers must not be asked to perform tasks that would violate the privacy rights of our students. Sensitive tasks, such as grading papers and tests, or recording grades, must be left to the staff.
5. Exceptions to this policy must be approved by the principal.