



## **Volunteer Guidelines**

Thank you for your willingness to share your time and talents to benefit Marshall Public Schools. We consider your involvement very important and ask that you follow the guidelines outlined below to help us maintain a safe and respectful environment for all.

### **Confidentiality**

Confidentiality is very important. While volunteering, you may observe, read or hear much about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal. All information about student abilities, behavior, relationships, grades or background is confidential. We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.

### **Sign-In/Out**

You are required to sign-in before you begin your volunteer activity. Stop in the office immediately upon arrival each time you volunteer. For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out. If you do volunteer work at home, keep track of the time and be sure these hours are recorded. A record of volunteer hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution of time.

### **Name Badges**

Volunteers must wear an official volunteer name badge while in the building. Name badges identify you to students, staff and other volunteers as a registered volunteer.

### **Dependability**

In the event you will be late or unable to keep your commitment, please call the school office as soon as possible. Students and staff are counting on you; therefore, dependability and promptness are important.

### **Student Discipline**

Discipline is the responsibility of the classroom teacher or principal. Volunteers should maintain order in their group or activity, but all discipline should be left to the school employees. Please report any problems with a student's behavior to the supervising staff person.

### **Contact with Students**

For safety reasons, please observe the following when working with students:

- Avoid being totally isolated with a child, such as a room with a closed door. Work only in areas of the school building which are in continual, direct supervision of district professional staff.
- Use the staff/adult restroom facilities rather than the student facilities.
- Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.
- All interactions between you and students must take place only at scheduled times and in the school.

### **Diversity**

Our school community is diverse. It is important that we work with one another without bias and be



considerate of cultural, economic, moral and value differences.

### **Younger Children**

Many of the volunteer jobs require your undivided attention. If you have younger children, talk to your staff contact about volunteer projects that you can do at home.

### **Tobacco Free/Chemical Free**

Smoking and use of tobacco products, alcohol and chemicals are prohibited on school district property.

### **Use of Cell Phones**

In order to provide an optimum environment for learning, cell phones must be turned off while in or near the classrooms or the media center. Please conduct cell phone conversations away from areas of learning.

### **Religious, Racial and Sexual Harassment**

Religious, racial or sexual harassment is a violation of state law and school district policy. If you believe that you have been a victim of harassment or violence or have information about the harassment or violence of any adult or student, report it to your staff contact or school principal.

### **Suspected Child Abuse**

As you build trust with students, you may become aware of abuse in their lives. State law requires that education professionals and volunteers report any suspected abuse or neglect. If a student gives you information that causes alarm, notify the child's teacher or school principal immediately.

### **Criminal History Background Checks**

Recognizing our responsibility to ensure the safety and security of our students and everyone connected with the schools, volunteers 18 years and older are subject to a criminal history background check. School Board policy states you must complete a Background Check Authorization Form (The McDowell Agency) giving the district permission to conduct a criminal records search.

### **Dress**

As a representative of Marshall Public Schools, volunteers, like staff, are responsible for presenting a good image to students and the community. We ask that your attire be neat and conservative and appropriate for the task you are doing.

### **Accidents or Injury**

Any accident or injury should be immediately reported to the school office. District coverage does not extend to use of personal automobiles for volunteers traveling to and from the site or for transporting others while serving as a volunteer.

### **Job Duties**

It is important that volunteers stay within the parameters of your assignment. If possible, meet with your staff contact before you begin. This will give you an opportunity to discuss your assignment, and learn about responsibilities and procedures.



## Other Considerations

### Assignment

If your assignment does not prove to be what you expected or if you have a problem you are reluctant to discuss with the teacher please contact the school principal or assistant principal.

### Documentation

Let us know if you would like documentation of your volunteer hours for academic or employment purposes. Many employers now recognize the marketable value of skills learned through volunteering; and some colleges allow credit for volunteer experiences.

Thank You! We hope you have a wonderful and rewarding volunteer experience. Your presence in our schools sends a strong message that our community values education. Thanks for making a difference for the students and staff of the Marshall Public Schools.

I, \_\_\_\_\_ have read and agree to follow these guidelines.

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

**NOTE:** This Volunteer Form needs to be completed annually for all volunteers in the District. Marshall Public Schools reserves the right to remove anyone from the approved volunteer listing.