

## **VOLUNTEER GUIDELINES**

### **School Volunteer Program:**

School volunteers are important people in our schools who provide valuable supplemental support to teachers and students. Volunteers provide vital human resources to enrich the educational experience. We are appreciative of our volunteers in the Mequon-Thiensville School District.

### **Definition of a volunteer:**

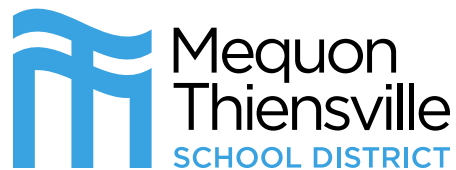
A volunteer is defined as anyone who provides service to the school, has the potential to be alone with a student(s), who acts as a chaperone on a school sponsored field trip or has the potential to access confidential information. Such volunteers shall serve in that capacity without compensation or employee benefits of any type.

### **Volunteers are expected:**

- To support academic achievement and district goals, to assist teachers in providing basic skills instruction, to enrich quality of instruction, to enhance interpersonal experiences for students and to assist school staff with support services.
- To increase children's motivation for learning.
- To strengthen school/parent/community relations through positive participation.
- To enhance district educational programs.

**Qualifications of volunteers:** Acceptance of volunteers is at the discretion of the principal and will be based on the following:

- Positive background check conducted by the District:
  - No record of felony conviction or requirement to register as a sex offender.
  - No record of arrests and/or convictions of crimes against children.
  - Record is free from multiple arrests and/or convictions.
- A completed volunteer agreement.
- Positive attitude; interest in and enthusiasm for working with children.
- Ability to work cooperatively with school personnel.
- Effective communication skills.
- Dependability.
- Ability and willingness to participate regularly.
- Positive role model.
- Follow Volunteer Code of Conduct.



## **VOLUNTEER CODE OF CONDUCT**

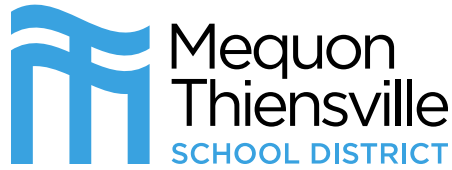
**As a volunteer, I agree to abide by the following code of volunteer conduct:**

1. Immediately upon arrival, I will sign in at the main office or the designated area.
2. I will wear volunteer identification provided by the school, and return the identification to the school when my assignment is complete.
3. I will only use adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of a teacher or school authorities.
5. I will not contact students outside of school hours without permission from the student's parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree not to transport students without the written permission of parents or guardian or without the expressed permission of the school or district and will abide by district policy when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

## **VOLUNTEER RIGHTS**

**A Mequon-Thiensville School District volunteer has the right to:**

- Be treated with respect
- Have the same working conditions as staff doing similar tasks
- To receive feedback on the quality of work, including areas needing improvement
- To participate in training that will enhance job performance and personal development
- To be kept informed about program activities and calendar changes
- To receive recognition for contribution to the program on an ongoing basis
- To be given meaningful work



## VOLUNTEER COMMITMENT

### As a school volunteer, I recognize that:

1. I have talents that enrich school programs
2. I accept responsibility for the supervision of students
3. I understand and appreciate the school staff
4. I am a partner with the school district

### As a school volunteer, I promise to:

1. Set a positive climate and learning environment
2. Be patient, flexible and encourage students
3. Maintain confidentiality
4. Allow educational discovery
5. Follow the teacher's lead
6. Be a positive role model
7. Keep promises made to students

**Signed:** \_\_\_\_\_  
Mequon-Thiensville School District School Volunteer

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

**Signed:** \_\_\_\_\_  
Principal Signature

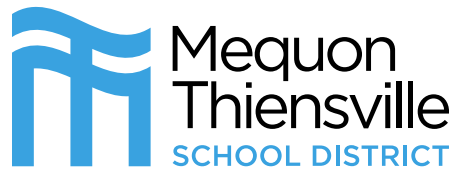
**Date:** \_\_\_\_\_

List name(s) and relationship to student at this school(s).

**Student Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Please complete Authorization for Release of Information  
found on next page.**



Volunteer – 2015/2016

**AUTHORIZATION FOR RELEASE OF INFORMATION**

Below you will find an authorization for release of information form. **Please fill out the form and return to principal.** Your cooperation is appreciated.

I hereby empower the Mequon-Thiensville School District to obtain information and records pertaining to me from any or all of the following sources:

1. Municipal, State or Federal law enforcement agencies
2. Any law enforcement or jail officer

**Exceptions to this blanket authorization:**

Any medical information in the possession of any source named above.

It is understood that said information shall be used only in consideration of my volunteerism and shall not be further disseminated for any purpose.

---

First, Middle, Last Name (**please print**)

---

Date of Birth (Mandatory)

---

Address (Street and Number)

---

City

State

Zip

---

Date

Signature

Please check box:

**I approve the Mequon-Thiensville School District forwarding my name to the area council PTO volunteer list if my background check is positive.**