

MANN ELEMENTARY VOLUNTEER POLICY AND PROCEDURES 2020-2021

The volunteer program of Mann Elementary exists for the purpose of assisting and enhancing the educational process of our school. Volunteers are such an integral part of our school and we are extremely grateful to all of those who are willing to donate their time, talent, and expertise. THANK YOU!

VOLUNTEER PROCEDURES

Please understand that although we are utilizing volunteers in our school we do so with the safety and confidentiality of our students as our top priority. For this reason **all volunteers must be certified and be assigned a specific time to be in the building.** Please read through the entire policy and procedure carefully.

1. All volunteers must complete the **“volunteer certification program.”** This includes completion of a criminal background check (youth leader request form) and the training program provided by our school administration. The background check is valid for two years and must be resubmitted after that time. The training need only be completed one time while you have a child at Mann. However, we ask that at the beginning of each school year that you review the volunteer guidelines as a reminder of our expectations and that you sign the volunteer policy form and return it to school.
2. All volunteers must **always** report to the front office before reporting to any part of the building.
3. **Volunteers times will be scheduled through the teacher, PTA, principals, etc.** who must notify the office at least one day prior to your visit. The front office has a computer program that registers your visit. This helps us keep up with the volunteer hours. The front office will have a list of all volunteers expected in the building for that day. If your name is not on the list unfortunately you will not be able to volunteer on that day.
4. You will need to register with the Ident-a-kid program in the front office. Be prepared to always have your ID with you. You will receive a printed badge to be worn while in the building. At the end of your volunteer time, you will need to check out with the same program in the front office. This program also allows us to monitor volunteer times and who is in the building.
5. Our goal is to keep our learning environment as consistent, disruption free, and safe as possible. For that reason, we ask that you simply go to your volunteer area instead of other areas of the building. We appreciate your cooperation with this. Again, this just helps with our safety procedures.
6. Confidentiality is of paramount importance for all of our volunteers. If a volunteer should break confidentiality or not follow any aspect of the volunteer policy and procedure, the principal/designee will request a meeting with the volunteer and possibly remove his/her name from the approved volunteer list.
7. Due to confidentiality laws and photography release restrictions, taking pictures of children other than your own while on the school premises or while chaperoning a field trip is prohibited.
8. When volunteering/supervising students on field trips or school activities, we ask that you keep the students in sight at all times. For this reason we ask that you limit the use of your cell phone to emergencies only so as to avoid any distractions from monitoring the students. It is crucial to maintain a watchful eye on the students at all times and escort to students to the specific destinations. When off campus on a field trip, the teacher will provide you with his/her cell number. Should any problems or issues arise while you are chaperoning, please contact the classroom teacher immediately.
9. As a reminder: we have special occasion lunches that are for birthdays, special grandparent visits, etc. Eating lunch with your child(ren) is reserved for these special occasions due to space, preparation for cafeteria workers, and social activity of students. This would not include days you are here to volunteer. An additional reminder would include the change in transportation for your student when volunteering. Please send a note that morning so all necessary arrangements can be made before the end of the day.

A most sincere “Thank You” for your willingness to serve as volunteers and follow the volunteer policy and procedures. We couldn’t do it without YOU!! You are APPRECIATED!!

I have read and agree with the guidelines for the Mann Elementary Volunteer Policy

Volunteer Name (printed)

Date

Volunteer Signature

Your Child’s Name