

## Muddy Creek Charter School's Volunteer Guidelines Checklist

To ensure the safety of MCCS students, all of our volunteers are required to complete a criminal history background form (valid for 2 years) and to review and sign the volunteer guidelines checklist regarding professional conduct and school/district rules.

**A person who does not consent to the background check will not be allowed to volunteer at MCCS.**

*All boxes must be checked before signing this document.*

### **I understand that volunteers are required to:**

- Sign-in at the front desk upon entering a school building.
- Wear identification/name tag as required by the school.
- Only perform services under the direction of an administrator, teacher, or other staff member.
- Leave the building along with students and staff if there is an emergency drill.

### **I understand that volunteers shall not:**

- Bring younger children/siblings to the school while volunteering without teacher permission. Even a quiet, sleeping baby draws the attention of the students away from their schoolwork.
- Disrupt classroom activities with questions or concerns about their own child. A separate time may be arranged before or after school to conference with a child's teacher.
- Engage in political or religious activities while volunteering.
- Provide first aid or handle any bodily fluid spills. If accidentally exposed to another individual's body fluid, wash the affected skin thoroughly with soap and water, or flush mucous membranes with water.

### **I understand that volunteers are expected to act professionally and serve as good role models for students. Volunteers shall:**

- Avoid being alone with students in unsupervised locations.
- Use common sense and follow a hands-off policy with students.
- Refer any student discipline issues to a school staff member. Never intervene in a dispute unless a student is in danger of being harmed.
- Uphold confidentiality at all times. As a matter of professional ethics volunteers should not discuss teacher, student, or school affairs with other people.
- Report suspected child abuse to the principal or other school staff member. It is not appropriate for a volunteer to question a child or comment about any suspicion of abuse.

**NOTE:** There are laws that govern the action that schools are required to take if signs of possible abuse are observed. Keep in mind - some forms of abuse are not outwardly visible. Types of abuse could include physical, mental, or sexual abuse; neglect; or threat of harm.

**FIELD TRIPS:**

**Volunteers supervising student groups off campus, during field trips, shall:**

- Sign-in at the school office first if riding the bus with students.
- Check in with the classroom teacher for instructions, supplies, etc.
- Wear appropriate identification/name tag as required.
- Never leave children unattended. Keep the group together.
- Adhere to school guidelines with regard to student discipline. If a student becomes a discipline problem during a field trip, every effort should be made to contact the teacher for intervention.
- Remember confidentiality! If a troubling situation arises, discuss it with the teacher.
- Never bring younger children/siblings on a field trip.

**In case of an emergency:**

- Never split up your group
- Call 911 immediately
- Contact the teacher as soon as possible

**Insurance disclaimer:**

- I understand MCCS does not carry medical insurance or Workman’s Compensation insurance for volunteers.

**I have read and understand the above guidelines:**

Name: (please print) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date