

# Mammoth-San Manuel Unified School District

## Volunteer Guide

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To complete an online volunteer application or to learn more about volunteer opportunities at Mammoth-San Manuel Schools, visit [www.msmsud.org/getinvolved](http://www.msmsud.org/getinvolved)

**MAMMOTH-SAN MANUEL UNIFIED SCHOOL DISTRICT**

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SUPERINTENDENT  
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Dear Volunteer:

Welcome! I am pleased that you have decided to spend some of your very valuable time with us. Your experience and expertise is desired and much appreciated.

This handbook contains important information that will ensure your experience as a volunteer will be enriching and rewarding. Please take a few moments to become familiar with its contents and to ask any questions that arise.

You have my best wishes for a positive and rewarding experience. Thank you for being part of our team.

Sincerely,

Julie Dale-Scott  
Superintendent

# VOLUNTEERING WITH MAMMOTH-SAN MANUEL SCHOOLS

## WELCOME AND INTRODUCTION

We are happy that you have joined our team of dedicated and committed volunteers. This handbook will help you have the best possible experience as a volunteer. Among other things, it details your job as a volunteer, ways to help students and important information about your role as a volunteer. Thank you for volunteering and for choosing to make a difference, one student at a time.

## WHO IS A SCHOOL VOLUNTEER?

A school volunteer is an individual with a sincere interest to contribute to the education of students. Volunteers actively serve during regular hours at one or more schools, several hours at a special one-time activity or event or work on school projects at home. Under the supervision of school personnel, a volunteer provides supportive assistance, which complements and enriches each school's volunteer program.

## GOALS OF THE VOLUNTEER PROGRAM

The goal of our volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- Relieve teachers and support personnel of some non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and children's learning opportunities
- Provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide
- Promote a school-home-community partnership for quality education

## THE VOLUNTEER GAINS

- Personal satisfaction by helping children learn
- The opportunity to learn new skills or polish old ones
- Knowledge and understanding of our schools
- Work experience that may lead to a future career

## THE STUDENT GAINS

- Additional individual attention
- An accepting atmosphere for learning reinforcement
- A chance to succeed, thus building a better self-concept
- Support from a warm and caring adult

## THE SCHOOL GAINS

- Positive public relations with the community
- Improved student achievement and behavior
- Additional services without extra costs
- Increased community understanding and support

## THE COMMUNITY GAINS

- Better educated students
- Greater confidence in the educational system

## FRAMEWORK OF THE SCHOOL VOLUNTEER PROGRAM

### AT THE SCHOOL

The School Volunteer Liaisons are a vital link to successful volunteer programs. In cooperation with the principal, they jointly coordinate and direct their school's program and many outstanding volunteer activities. Each school models its volunteer program to meet the needs of the students and teachers at the school.

### THE RESPONSIBILITIES OF THE SCHOOL INCLUDE:

- Presenting training to staff members on effective utilization of volunteers
- Surveying needs of teachers for volunteer assistance
- Recruiting and registering volunteers, especially parents
- Arranging for orientation and training
- Assigning volunteers to specific teachers
- Serving as a resource person and advisor to school volunteers
- Providing a welcoming environment for the community
- Keeping accurate records of volunteer services and hours
- Coordinating school recognition for volunteers

### AT THE DISTRICT OFFICE

The District Office provides district-wide support and coordination to the school-based volunteer programs in Mammoth-San Manuel Schools, and is responsible for:

- Developing and disseminating volunteer materials
- Presenting training workshops
- Working with School Volunteer Liaisons to develop and maintain school programs
- Networking with community involvement programs
- Sponsoring district-wide recognition events

### VOLUNTEERS HELP MAINTAIN AN ATMOSPHERE OF LEARNING BY:

- Silencing cell phones while in school
- Holding personal conversations outside the classroom
- Being mindful that students are observing you & you set an example
- Giving full attention to your tasks: please don't bring other children with you during your volunteer time
- Avoiding visiting other classrooms
- Being aware of limitations on staff time & schedules
- Wearing modest and professional attire
- Expecting students to treat you with respect, just as you treat students with respect
- Asking students to call you "Mr." or "Mrs." rather than by first name
- Using good judgment
- Following all policies and procedures; if you aren't sure about something, ask a staff member

### ORIENTATION AND TRAINING:

Mammoth-San Manuel Schools offers orientations and trainings for volunteers who spend regular, recurring time in the schools. For volunteers who serve only at special one-time events (such as field trips), formal orientation is not necessary. The classroom teacher will provide you with the information you need. At orientation sessions, volunteers receive a thorough introduction to district policies, expectations and protections for volunteers, staff, and students. Many of the topics covered in orientation are addressed briefly in this manual to serve as a handy reminder. Your school's volunteer coordinator will provide you with a schedule of available orientation sessions.

## GETTING STARTED

The first step to getting started is filling out the Site Volunteer application. Any person volunteering in any capacity with Mammoth-San Manuel Schools may be required to complete the criminal history check process.

Here are the steps:

1. Go to [msmusd.org/volunteer-apply](http://msmusd.org/volunteer-apply) and fill out the **Site Volunteer Application** and sign the **Site Volunteer Agreement**. Chaperones, Community Volunteers and Volunteer Coaches will also require a background check and fingerprint clearance card. Contact the school/location where you would like to offer your volunteer services and let them know you are interested in volunteering to see if their needs suit the services you are willing to provide.
2. Complete the packet and return it to the District Secretary in the District Office. Please ensure that all sections of the forms are accurate and complete. Incomplete forms will be returned, rejected or delayed in processing. If your application requires further evaluation, you will be mailed a letter explaining the next steps in the approval process.
3. **Chaperone/Community Volunteer/Volunteer Coach:** It can take up to two weeks or more during peak times for criminal history checks to be processed, so you are encouraged to complete the paperwork early. You will only hear from the District Office Secretary if there are questions about your application. To verify your application has been approved, please check with the District Office Secretary.
4. Volunteers must be approved by the District Office Secretary PRIOR to beginning volunteer activities. In order to maintain an effective and safe learning environment, the school administrator may decline to allow an individual to volunteer in the school despite having passed a criminal history check.

During the school year, you will work under the direct supervision of the professional staff and teachers. It is important that communication between you and staff members are clear, and that all expectations are understood by both staff and the volunteer. Since you are part of the educational environment, it is important that you take your commitment to the program seriously. The staff you work with will count on you to be there, so you'll need to let them know if you are going to be gone. Keeping track of your volunteer hours, both at school and any activity outside of the school day, is important as well. Please be sure to sign in and out or report your hours in the method the school requests.

Volunteer service lasts for one school year. You can start at any time during the school year, but your volunteer term ends when school is out for summer. As the needs of the school may change from year to year, it's important to realize that being a volunteer from year to year may also change. If you would like to volunteer again the following school year, you do not need to complete another criminal history check (they expire after five years, and need to be repeated at that time). Simply call the school or location and let them know you would like to help again next year. They'll get in touch with you when the time is right.

## VOLUNTEER OPPORTUNITIES

There are three ways in which you can volunteer at Mammoth-San Manuel Schools and make a difference to a child's education. You can donate your time as a Site Volunteer, Chaperone, Community Volunteer, and Volunteer Coach.

## Site Volunteers

Site Volunteers always work under the direct supervision of the professional staff at the school site, and only with those teachers who have requested the services of a volunteer. Site Volunteers are asked to review the guidelines, procedures and responsibilities in the online Volunteer Handbook.

### Who can apply to be a Site Volunteer?

A Site Volunteer is a parent, stepparent, legal guardian or grandparent of a student at the school where they wish to be a Site Volunteer, and must adhere to the parent, stepparent, legal guardian or grandparent responsibilities. Background check and fingerprinting is not required. A parent, stepparent, legal guardian or grandparent who wishes to be a Site Volunteer at a school not attended by their child must complete the volunteer application which will require a notarized Criminal Affidavit, fingerprinting and background check. It is the responsibility of the site administrator to insure the safety of all students and, based on circumstances or site, a person may be declined for volunteer services for the comfort and protection of other students.

### How do you apply to be a Site Volunteer?

School sites will have the volunteer forms. Please visit the school site at which you wish to volunteer, and complete the Site Volunteer Application and the Site Volunteer Agreement.

### Site volunteering opportunities

#### CLASSROOM INSTRUCTIONAL VOLUNTEER

Description: Work regularly with a classroom teacher. They help students and assist with projects and field trips.

Time Commitment: During the school day, average of one hour per week, regularly scheduled

School(s): Elementary, Middle and High

Training: Provided by location

#### CLERICAL ASSISTANCE

Description: Help with typing, photo copying, and clerical duties in schools and offices.

Time Commitment: During the school day, at least one hour per week

School(s): Elementary, Middle, and High

Training: Provided by location

NOTE: Student records, also known as education records, are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability Act (HIPAA).

#### HEALTH ROOM ASSISTANT\*

Description: Help with the management of a school's health room with a focus of providing comfort to students and helping with student health screenings.

Time Commitment: During the school day, one or two hours per week

School(s): Elementary, Middle, and High

Training: Provided by location

NOTE: Student records, also known as education records, are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability Act (HIPAA).

### LIBRARY/MEDIA CENTER

Description: Help students select books, work at the circulation desk and shelve books.

Time Commitment: During the school day, average of one or two hours per week

School(s): Elementary, Middle and High

Training: Provided by Media Specialist by location

### CLASSROOM PRESENTATIONS

Description: Discuss personal areas of expertise in a classroom setting. Topics might include careers, hobbies and travel.

Time Commitment: During the school day, amount of time will vary

School(s): Elementary, Middle and High

Training: Provided by location

### CONCIERGE ASSISTANT

Description: Greet parents and students during drop-off and pick-up times, and in the schools' front offices.

Time Commitment: During the school day

School(s): Elementary, Middle, and High

Training: Provided by location

### EXCEPTIONAL EDUCATION SUPPORT

Description: Work with students with special learning needs at schools and special centers.

Time Commitment: During the school day, at least one hour per week

School(s): Elementary, Middle, and High

Training: Provided by location

### MATH SUPERSTARS

Description: Work with a math enrichment program designed to sharpen students' thinking and problem solving skills.

Time Commitment: May be done after the school day, depending on school

School(s): Elementary, Middle, and High

Training: Provided by location

### READ ALOUD

Description: Inspire students to be readers by helping them learn to appreciate stories and books.

Time Commitment: During the school day, at least one hour per week, on regular basis

School(s): Elementary

Training: Provided by location

### SPECIAL PROJECTS

Description: Help with a specific project at a school or at a District office. Projects include; curriculum fairs, student competitions, screenings and productions.

Time Commitment: Depends on the activity, usually short-term and intensive

School(s): Elementary, Middle and High

Training: Depends on the activity

### TRANSLATOR

Description: Facilitate effective communication between students and teachers or staff by listening to, understanding, and translating spoken or written statements from one language to another.

Time Commitment: During the school day

School(s): Elementary, Middle, and High

Training: Provided by location

#### TUTORING\*

Description: Give students extra help with academic subjects.

Time Commitment: During the school day, at least one hour per week

School(s): Elementary, Middle and High

Training: Provided by the teacher

### **School Chaperones/Community Volunteers/Volunteer Coaches**

Some volunteers may be approved to work with children out of the sight of a district employee. These volunteers include chaperones, community volunteers and volunteer coaches.

Chaperones/Community Volunteers/ Volunteer Coaches are required to apply and must clear background check and fingerprints prior to chaperoning/volunteering.

### **Who are our Chaperones/Community Volunteers/Volunteer Coaches?**

- *Chaperone\**: Parent, Guardian or Grandparent of a student who's volunteering at student's school and will be alone with students on local or overnight field trip.
- *Community Volunteer\**: Person who **DOES NOT** have a student or grandchild at school volunteering at.
- *Volunteer Coach\**: Person who will volunteer with athletics whether or not he/she has a student or grandchild at the school they help out at. Description: Work regularly with students participating in athletic or arts programs to achieve their potential.  
Time Commitment: During the school day and after school hours, two or three hours per week, may include off-campus activities  
School(s): Elementary, Middle, High and Centers  
Training: Provided by location

\*Volunteers serving in this capacity need Level 2 clearance. For more information about the Level 2 process, speak with your School Volunteer Liaison.

### **How do I apply to be a Chaperone/Community Volunteer/Volunteer Coach?**

1. Go to [msmusd.org/volunteer-apply](https://msmusd.org/volunteer-apply)
2. Click on *Apply for this Position*
3. Create a login and password

## **CONFIDENTIALITY**

### **PROTECTING STUDENT PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student privacy. School staff and volunteers must abide by FERPA regulations. Some examples of information protected by FERPA include details about a student's:

- Health
- Behavior
- Discipline
- Academic performance
- Family or living situation

More

It is appropriate and expected that volunteers will share private information gained about students with the right school staff. However, such information must not be shared with anyone outside the school unless the principal has authorized you to do so.

There is one important exception to this rule: Illegal activity, such as suspected child abuse, needs to be reported to law enforcement, even if it means sharing information that would normally be protected.

A good way to ensure you are staying within legal requirements is to remember that, “what happens at school, stays at school.” Meaning, personal details about students that you gain while volunteering should not be shared with anyone but school staff.

Here are some examples of situations where you might gain protected information:

- While tutoring a student in math, you observe he is not learning the concept as quickly as other students.
- A student tells you her parents are fighting a lot and she’s concerned they may get divorced.
- You witness a fight at school and learn the students involved will be suspended.
- While helping in a classroom, you learn a student is hearing impaired.
- A student tells you his or her GPA.

#### TAKING PHOTOS OF STUDENTS

FERPA also protects parents’ and guardians’ rights to prevent photographs of their students from being taken while at school or while involved in school activities. Here are the steps to take before taking pictures of students:

1. Check with the school office to see if a parent has denied permission to photograph their child.
2. Get parent permission if you will post photos of students on any website or Facebook page, send them to the newspaper, or otherwise share them publicly.

This is in addition to making sure permission to photograph has not been denied (ask your school’s office manager for more information).

3. Even if permission is granted, never identify students in photos (online or in print) by full name.
4. Get the principal’s permission before taking photographs of students.

**CAUTION: Volunteers (including parents assisting at the school) and students assisting teachers and other staff are not “school officials” and are not permitted to have access to other students’ personally identifiable information.**

**Volunteers shall not disclose or share with anyone in any manner (written, electronic or verbal), any student information, obtained from any source (written records, verbal communications, or direct observation) without specific authorization from a school administrator or as required by law.**

**Volunteers must understand that even when no longer serving as a volunteer any confidential information learned or observed must continue to be kept confidential indefinitely.**

**Any breach of these confidentiality requirements may result in immediate disqualification and termination as a volunteer and may result in legal action.**

#### EXCEPTIONS:

In a health or safety emergency, confidential information may be disclosed only if the disclosure is necessary to protect the health or safety of the student or other individuals and only to limited individuals. Factors to be taken into account include the seriousness of the threat to health and safety, the need for information to meet the emergency, whether the parties to whom the information

is disclosed are in a position to address the emergency, and the extent to which time is of the essence in dealing with the emergency.

Such situations include, but are not limited to:

- Disclosure or evidence of physical, sexual, or serious emotional abuse or neglect.
- Threatened or attempted suicide.
- Disclosure or evidence of serious self-harm, including drug or alcohol misuse that may be life-threatening.
- Statements or other evidence of the intent to harm others.
- The systematic and chronic bullying of a student shall be reported pursuant to District policy.

**Volunteers shall inform the school administrator or designee in these situations.**

The District is committed to protecting these records from unauthorized disclosure and honoring the privacy rights of our students and their families. For more information about the District’s privacy standards, visit [msmusd.org/privacyinformation](http://msmusd.org/privacyinformation).

**CHILD ABUSE AND NEGLECT**

If you become aware of suspected child abuse through your volunteer activities with the district, immediately report your concerns to an administrator, school counselor or teacher. Keep the information confidential and do not discuss it with anyone else. Remember, it is not your role to question the child or to investigate; leave that to the authorities. Everyone, including volunteers, is encouraged to report the suspected abuse to law enforcement or DHS/Child Welfare (888-767-2445). Individuals in some professions, including all school district employees, are mandated by law to report suspected child abuse and neglect to law enforcement or DHS/Child Welfare.

**VOLUNTEER GUIDELINES**

Volunteers always work under the direct supervision of the professional staff at each site and only with those teachers who have requested the services of the volunteer. The district is responsible for the education, safety and well-being of each student. For this reason, you can understand why the teacher, principal or district official must dismiss any volunteer whose actions are not in the best interest of the school or students.

**SUPERVISION OF VOLUNTEERS**

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the employees, however, who are held responsible by law for decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers, administrators, and education support staff. Volunteers and employees typically build positive and professional relationships. Should a minor conflict arise, the volunteer and employee are encouraged to work together to resolve the issue. Should a volunteer have concerns regarding an employee’s conduct, the volunteer should bring the concern to the attention of the school administrator. The district is responsible for the safety and well-being of students and employees. For this reason, the school administrator may dismiss any volunteer whose actions are not in the best interest of the school or students.

**VOLUNTEER SAFETY**

The district recognizes that the work and physical surroundings volunteers encounter may be unfamiliar. The district will provide training and proper tools to safely perform tasks, but also ask that all volunteers only perform tasks after receiving the necessary safety training. If a volunteer is injured while performing assigned duties, the supervisor and district office must be informed immediately.

The district has volunteer insurance coverage available to approved volunteers that have sustained a bona fide injury while serving in an approved capacity as a volunteer for the district. For emergency procedures regarding fire, earthquakes, and lockdowns, please consult with the teacher or school administrator.

#### HARASSMENT AND BULLYING

The district is committed to providing a safe and effective environment for students and employees to learn and work. Acts of hazing, harassment, sexual harassment, intimidation, discrimination, bullying, cyber bullying, and/or menacing will not be tolerated. Volunteers play a valuable role in helping to create and maintain this safe environment. It is crucial that you immediately report suspected bullying or harassment to the school administrator or another staff member at the school. As required by district policy, all reports will be investigated by the school administrator.

#### MAINTAINING APPROPRIATE ADULT-STUDENT BOUNDARIES

Volunteers are here for the primary purpose of supporting academic activities and/or school activities and must maintain appropriate boundaries with students at all times. Each situation and each child is unique so please contact the school administrator, counselor or classroom teacher if you have questions or concerns. It is important that everyone take an active role in helping ensure a safe and healthy environment for students. Be observant. If you observe questionable behavior between an adult and child immediately notify the school administrator.

#### USE OF TOBACCO, ALCOHOL AND DRUGS

The use of tobacco, tobacco products, alcohol and other drugs, (exclusive of those prescribed by a medical provider and over the counter medication) by staff and the public in district buildings, on district property, including in personal and district vehicles, is prohibited.

#### DISPENSING MEDICATION

In order to help ensure the health and safety of students, volunteers may not provide medication to students. This includes prescription medication as well as over-the-counter products such as ibuprofen or cough drops. Please refer all questions regarding medication to the teacher or another staff member.

#### DISMISSAL OF STUDENTS

Only school staff may dismiss students from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.

#### EMERGENCY CLOSURES

Volunteers are not expected to report for service when school is closed due to an emergency or inclement weather. If school should close due to an emergency that occurs during your volunteer service time, please follow the direction of your building administrator.

#### DISCIPLINE

Students rarely have behavior problems while working with volunteers. However, the district has a discipline plan in place should a situation arise. The responsibility of discipline rests with the staff; Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.

#### RESTROOMS

Staff restrooms are available for volunteers. Please do not use student restrooms.

#### DRESS CODE

Appropriate attire at school is an important way to help establish a productive learning environment. Students, staff and volunteers alike are expected to follow the school's dress code. A volunteer's attire should be modest, professional and not a distraction from learning. It is important that volunteers set an example for students by modeling appropriate dress while volunteering. Dress code may vary slightly at each school or program. Please check with the school office or teacher for details about dress code.

## HEALTH

If you are not feeling well don't try to keep your volunteer duties in spite of an illness. Please call to let the teacher know you won't be coming in at your scheduled time.

## YOUR COMMITMENT

Before you agree to volunteer carefully consider the commitment you are making. The work volunteers do is important. Whether they work in the classroom, front office, library/media center, or health office the staff and students quickly become dependent upon volunteer assistance. Don't promise to volunteer more time than you will be able to follow through with. It's better to start out with a few hours a week and gradually increase if you find you have the additional time.

## IMPORTANCE OF SIGNING IN AND SIGNING OUT

Each time you go to school to volunteer, you must sign in, wear your name badge and sign out when your day's service is complete. These requirements are necessary for the following reasons:

- Safeguarding our students and maintaining campus security is of the utmost importance.
- In case you receive an emergency telephone call, you can be found.
- While volunteering at school for a specific purpose, individuals are covered by **School Board insurance**, provided they have completed a volunteer application form and have signed in.
- Verified volunteer service can be used as work experience for future employment.
- Individual volunteers are recognized for their dedication and service to our schools. Volunteer attendance records are used to determine award recipients.
- Your school, and the school district, would like the opportunity to thank you for your service.

Our schools use a **Volunteer Time Sheet** that requires you to sign in and out on your specific paper log. Personal name badges are provided for you to wear while on campus. The time sheets and name badges are usually kept in the front office. Again, the staff members will be happy to help you learn this method for signing in and signing out.

**\*Turn in all your volunteer time sheets to your School Volunteer Liaison so that you will get full credit for all your hours of service.**

## HELPING STUDENTS

### HOW STUDENTS LEARN

- A welcome and relaxed atmosphere.
- Students learn by doing, not by passive observance.
- Students learn by asking questions and by searching for answers to their questions.
- Students learn by discovery.
- Students learn by using all their senses, whenever possible.
- Students learn by experimenting.

- Students learn by sorting and combining objects.
- Students learn by repeating experiences.
- Students learn by building their self-confidence.
- A student's name is very important. Make sure you say and spell it correctly.
- Make sure your student knows and can pronounce your name. You might give the student a card with your name written on it.
- Show that you are interested in the student as a person. Listen carefully to what the student has to say.
- Students make mistakes. Let them know that this is part of learning. Don't be afraid of making a few mistakes yourself.
- Build the student's self-confidence. Praise your student honestly and frequently.
- Encourage students to feel, smell, taste and listen as well as look at objects.
- Let students discover.
- Ask questions which may lead to the answer instead of providing the answer.
- Give the students as much time as they need to understand new ideas.
- Be reliable. Students will be disappointed if you are absent. Show you care by calling if you cannot be there as planned.
- If you are helping at your child's school, allow your own child room to grow. Volunteer in a location other than your child's classroom.
- Offer each student a chance to participate. Quiet students are sometimes ignored.
- Do not expect every student to enter into all activities in the beginning. The teacher will tell you at what point they all should be involved.
- Allow each student to grow in independence by letting him/her do as much as possible without your help.

### **COMMUNICATING WITH STUDENTS**

The following suggestions are provided to help you communicate with students in order to get positive results.

- Be sure the students understand what you're saying. We sometimes use words that they do not comprehend.
- Keep your voice as low as possible. The students will get louder as your voice increases in volume.
- Instruct students as though you expect them to comply. Give sufficient warnings and time. Example: "Jimmy, in five minutes you will need to stop painting and put your apron away".
- If students gain your attention and praise only when they behave, they will soon learn your expectations of proper conduct.

Remember--- "All children smile in the same language."

### **COMMENDING STUDENTS**

Praising students for excellence, improvement or effort is very important to their success in school and in life. Honest praise helps students to assess their personal value and build their self-esteem. Mounting research shows that high self-esteem is important for academic success.

All children have the potential for liking themselves and having high self-esteem. This is not conceit, but rather the children's quiet comfort about themselves.

Positive statements greatly influence students' attitudes about themselves and their success-building experiences. Be creative. Praise is a stronger motivator than gifts of candy. Think of the many ways you can boost a student's self-image by using words of encouragement and kindness.

HERE ARE SOME EXAMPLES OF WAYS TO PRAISE:

- “I like the way you’re working.”
- “That’s right! Good for you.”
- “That’s quite an improvement.”
- “I’m very proud of the way you worked today.”
- “It looks like you put a lot of work into this.”
- “I’m happy to be around you.”

## **FREQUENTLY ASKED QUESTIONS**

**HOW DO I BECOME A SCHOOL VOLUNTEER?**

To become a volunteer:

1. Complete a volunteer application
2. Wait two weeks and contact the district secretary to check your approval status.
3. Visit the school for your volunteer badge. This badge may be used at any District school during the school year.

**HOW DO I FIND OUT WHAT VOLUNTEER SERVICES ARE NEEDED?**

Volunteers must attend an orientation workshop at the preferred school location. At this workshop, the School Volunteer Liaison will discuss volunteer opportunities.

**CAN VOLUNTEERS HAVE ACCESS TO STUDENT INFORMATION?**

Only school officials\* should have access to student information which may include students’ grades, academic performance, and behavior during school hours (including but not limited to behavior observed in a classroom setting, cafeteria, etc.), disabilities, personal matters and family matters.

\*A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task that would normally be performed by school personnel (such as an attorney, auditor, medical consultant or therapist); a clerical or paraprofessional staff member assisting another school official in performing his or her professional tasks.

**DO I NEED TO SIGN IN AND OUT EACH TIME I VISIT A SCHOOL?**

The safety of our students is our number one priority. Therefore, we ask all volunteers to sign in when entering a school campus.

**DO I NEED TO COMPLETE THE LEVEL 2 SCREENING PROCESS?**

Level 2 screening is ONLY required for volunteers serving as overnight field trip chaperones (excluding Grad Night), and athletic and band coaches.

**CAN I BE ALONE WITH STUDENTS IN A CLASSROOM?**

Volunteers should not be left alone with students at any time.

**I AM RETIRED. CAN I STILL VOLUNTEER?**

MSMUSD welcomes experienced individuals to serve as volunteers. Many retired and senior citizens currently volunteer in our schools.

**I WOULD LIKE TO VOLUNTEER, BUT I HAVE A PRE-SCHOOL CHILD. CAN I BRING MY CHILD WITH ME?**

No, having a very young child in a classroom interrupts class procedures, disrupts the students, and prevents the volunteer from giving full attention to the work. However, you can still help the school by making arrangements to do work at home.





**RETURN TO  
DISTRICT  
OFFICE**

## SITE VOLUNTEER AGREEMENT

I hereby acknowledge that I have read the Mammoth-San Manuel Volunteer Guide and that I have read and will abide by its contents and all other applicable Mammoth-San Manuel Unified School District policies and procedures. I understand that, as a volunteer, I am not compensated for any services, including wages and insurance. I further understand that I have the right to terminate my arrangement at any time with or without cause, and the Mammoth-San Manuel Unified School District has a similar right.

**I make this Agreement in order to provide and to be authorized to perform the following uncompensated services to the Mammoth-San Manuel Unified School District:**

- I am 18 years of age or older and know of no reason which would prevent me from performing the tasks required as detailed in the Volunteer guide, or that I am presently a student enrolled in the Mammoth-San Manuel Unified School District system.
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them.
- I assume full responsibility for my own safety and the safety of others.
- That I will perform the volunteer services in compliance with the standards and specifications established, or approved, by the District, and will honor the direction of District official, to suspend or terminate service.

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

- Immediately upon arrival I will sign in at the front office or designated sign-in station.
- I will wear a volunteer identification badge at all times.
- I will use only adult restroom facilities.
- I agree to never be alone with individual students without authorization of teachers and/or school authorities.
- I will not solicit outside contact with students.
- I agree not to exchange phone numbers, home address, and e-mail address (including social network information) with students for any purpose.
- I will maintain confidentiality outside of school and will share any concerns that I have with teachers of school administrators.
- I agree not to transport students.
- I will not disclose, use or disseminate student photographs or personal information about students, self or others.
- I agree not to post, transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- I agree not to photograph students without permission from administration.
- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

All school district personnel are required by law (A.R.S. 13-3620) to report child abuse. Failure to do so is a crime. This applies to all employees and volunteers when acting in the scope of their work with Mammoth-San Manuel Unified School District. If abuse is suspected, contact the principal and/or counselor for reporting procedures.

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|--------------------------|------------|----------------|
| <b>PRINTED</b> Last Name | First Name | Middle Initial |
|--------------------------|------------|----------------|

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Signature

Date