**McKenzie Elementary School’s Volunteer Program**

**2015-2016**

Thank you for expressing an interest in volunteering at McKenzie Elementary School. Students, teachers, staff, parents, and the community benefit from the work of individuals like you who freely share their talents, time and resources. We also know that as a volunteer, you, too, will be rewarded. One hour, one day a week, one day on a special project or a field trip—your efforts make a difference for students!

Please be sure to carefully read the Volunteer Information and Guidelines included with this packet. These guidelines have been established for the safety of both students and volunteers. Upon completion, simply fill out the attached form and submit it to the school office.

**Volunteer Procedures**

* *For the safety of our students, all prospective volunteers will be subject to a background check.*
* Please complete the Volunteer Sign-Up Sheet and return to the McKenzie Elementary School’s office.
* Always report to the office first to sign in and get a visitor badge.
* Wear identification badge provided by the school while participating in volunteer activities.
* Upon departure, make a final stop in the office to sign out and return the visitor badge.
* Adhere to the McKenzie Elementary School’s volunteer guidelines.

*We want your volunteer experience at McKenzie Elementary School to be an enjoyable and rewarding experience. If you have any questions or concerns, please contact the office. Thank you for joining us in this educational partnership!*

**Volunteer Guidelines**

**Appearance**

A volunteer should always dress appropriately, remembering that he/she is setting an example to the students.

**Child Neglect and Abuse Reporting**

If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and privately to the principal.

**Confidentiality**

As you work with staff and students, remember that the problems, abilities, relationships, and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school district. This includes personal discussions as well as mobile device discussions such as text messages and Facebook.

**Discipline**

The school and each classroom have an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the teacher or other supervising school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help.

**Emergency Drills**

If you are present during a drill, follow the lead of the nearest faculty or staff member.

**Field Trips**

While many volunteer opportunities are available at McKenzie Elementary School, serving as a chaperone for field trips is one of the most popular. When volunteering time as a field trip chaperone for the school, the following guidelines apply:

Chaperones must:

1. Sign in and out at the school office.
2. Wear the volunteer badge provided by the district
3. Follow the bus rules.
4. Follow the itinerary provided by the teacher(s) in charge.
5. Maintain contact with all students in the assigned group.
6. Report students not following rules to the teacher in charge.
7. See that the students under your charge are obeying the rules. These rules should be enforced consistently
8. Contact the teacher immediately if any problems arise with a student.

Only individuals that have been designated by the school as approved volunteers are permitted to

chaperone or accompany a class on a field trip. The volunteer’s undivided attention is needed

when serving as a chaperone, thus chaperones must attend the trip unaccompanied

by other children. Due to limited space on the bus, chaperones may be required to provide their

own transportation to and from the field trip site following directly behind the bus.

**Helping the Teacher and Class**

Parent/guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer’s duties and expectations. When serving as a classroom volunteer, the teacher(s) will work with you to create a volunteer schedule. The office staff will be provided with the schedule so that they know when to expect classroom volunteers. If for any reason, you will be unable to volunteer at your regularly scheduled time, please notify the classroom teacher to make alternate arrangements.

*All volunteers work under supervised conditions only.* When working in the building, please adhere to the volunteer schedule and try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional times.

**Impartiality**

A volunteer shall favor no one side or party more than another in all school situations.

**Names and Labels**

Every child brings to school his or her own specific skills and abilities and grows and learns at his/her own pace. Please do not make value judgments or label the abilities of any child. Please be careful not to compare your child to another in the class as they are all unique individuals.

**Objectivity**

A volunteer should not let personal feeling enter into his/her work as a volunteer.

**Respect for Authority**

A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the principal’s attention privately at an appropriate time.

**Safe Touch Area**

Handshakes and high fives are considered appropriate friendly touches. Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher.

**Safe Verbal Communication**

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist, or offensive.

**Tobacco Products, Drugs and Alcohol**

Volunteers are prohibited from using or being under the influence of tobacco products, drugs, or alcohol.

**Workroom/Copy Room**

The workroom/copy room is available for copies, laminating, and die-cut machines. *Please allow faculty and staff members first dibs on using the equipment.*

***McKenzie Elementary School reserves the right to suspend and/or revoke volunteer approval, and it may contact local law enforcement should a volunteer pose a danger to himself/herself or others associated in any way with the district.***

**McKenzie Elementary School Volunteer Opportunities**

*This list is not all inclusive. In order to assist with any school sponsored activity, you must have a volunteer application on file in the office.*

**Book Fair**

Time of Year—Fall and Spring

This fundraising event for the library is held in the fall and spring. Volunteers help with the set-up and tear down of the book fair and book sales.

Contact—Carol Nanney

**Boxtops for Education Labels**

Time of Year—ongoing

Boxtops for Education labels are collected throughout the year. Volunteers assist with collecting, counting, and bundling labels to be sent away.

Contact—Derrinda Thomas

**Classroom Helper**

Time of Year—Ongoing

These volunteers assist the classroom teachers as needed. This may involve working with individuals or small groups in the classroom, helping with an activity, assisting with classroom parties, making copies, etc.

Contact—Individual Classroom Teacher

**Copier**

Time or Year—Ongoing

These volunteers make copies for faculty and staff members in the teacher’s workroom. These volunteers must receive training on the machines by Derrinda Thomas.

Contact—Individual Classroom Teacher or Derrinda Thomas

**Field Trips**

Time of Year—Varies

Each classroom teacher makes arrangements for at least one field trip throughout the course of the school year. Volunteers will be provided specific information regarding the field trip from the classroom teacher.

Contact—Individual Classroom Teacher

**Lil’ Rebel Run**

Time of Year—Fall (September)

Volunteers will help PTO organize and publicize prior to the event. On the day of the event, volunteers will help with registering participants, getting snacks and drinks to participants, etc.

Contact---PTO Chairperson

**Pennies for President**

Time of Year—February

This fundraiser is sponsored by our parent-teacher organization. Students compete as classrooms to bring in pennies to honor our presidents during the month of February. Volunteers for this activity will help collect & weigh the money collected. The money supports students and classrooms via PTO.

Contact—PTO Chairperson

**Picture Day**

Time of Year—Fall and Spring

Volunteers are required to assist teachers and photographers with paperwork, student line-up, and other duties.

Contact—Derrinda Thomas

**PTO Fall Festival**

Time of Year—last weekend in October

The Fall Festival is sponsored by the McKenzie Elementary School’s Parent-Teacher Organization. The festival consists of games and food. Volunteers coordinate and work the event.

Contact—PTO President, Kristin Klonowski

**Teacher Appreciation Week Activities**

Time of Year—Early May

Teacher Appreciation Week activities are sponsored by the Parent-Teacher Organization. Volunteers coordinate activities for the week.

Contact—PTO Chairperson, TBA

**Testing Monitors**

Time of Year-TCAP testing week

The State of TN requires students to participate in state-wide achievement tests. In order to meet the testing security requirements, McKenzie Elementary School seeks volunteers to act as a monitor, either in the classroom or hallway, during testing.

Contact—Beckie Smith or Cathy Edlin

**“V.O.C.” Volunteers On Call**

Time of Year—Varies

Can’t decide which of the above you would like to do? Consider being a volunteer that we can call when we are “in a bind” for any of the above.

Contact—Amanda Batts, Principal or Tonya Brown, Assistant Principal

**2015-2016 McKenzie Elementary School Volunteer Sign-Up Sheet**

\*Please return to the school office\*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a crime, **misdemeanor and/or felony?** \_\_\_Yes \_\_\_\_No

Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have any medical conditions that we should be aware of while you are working as a volunteer in the school district? \_\_\_\_Yes \_\_\_\_No Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Student’s Name** | **Grade** | **Teacher** |
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**Waiver of Liability**

*McKenzie Elementary School does not provide liability insurance coverage to non-district personnel serving as volunteers. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the school district and to document the volunteer’s acknowledgement that they are providing volunteer service at their own risk.*

*By your signature below:*

1. *You acknowledge that McKenzie Special School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to the school district.*
2. *You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind arising out of the volunteer’s supervised or unsupervised service to the school district, agree to waive any and all claims against the school district, or its officers, Board Members, employees, agents, or assigns, for loss due to death, injury, illness of damage of any kind arising out of the volunteer’s supervised or unsupervised service to the school district.*

*I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at McKenzie Elementary School. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that administrative approval must be granted prior to participating in volunteer services.*

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

For Office Use Only

Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_

**Name of Volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*Please return the completed form to the school office. \*

**Yes, I am interested in helping with the following volunteer activities!**

\_\_\_\_\_ Book Fair \_\_\_\_\_Boxtops for Education Labels

\_\_\_\_\_Classroom Helpers \_\_\_\_\_Copier

\_\_\_\_\_Field Trips \_\_\_\_\_Lil’ Rebel Run

\_\_\_\_\_Pennies for Presidents \_\_\_\_\_Picture Day

\_\_\_\_\_PTO Fall Festival \_\_\_\_\_Teacher Appreciation Week Activities

\_\_\_\_\_Testing Monitor \_\_\_\_\_Volunteer On Call

**Thank you! Thank you! Thank you!**

It is only because of the volunteer efforts by so many people that we are able to provide these opportunities and events.

If at any time you have any questions, please call Amanda Batts, Principal, 352-5272.