MEDAPIOLIS COMMUNITY SCHOOL

VOLUNTEER ACKNOWLEDGEMENT FORM

Name: ___________________________________________________ Phone: __________________________

Skills/Interests: __________________________________________________________________________

Previous Volunteer Experience: _______________________________________________________________

Duties Preferred: __________________________________________________________________________

Grade Level Preference: _______________________________________________________________________

Time and availability and preference (day and hours): __________________________________________

Emergency Contact/Special Health Considerations: _____________________________________________

Comments: _______________________________________________________________________________

________________________________________________________________________________________

Before starting your first volunteer task, we ask all volunteers to be aware of the following points.

Safety—Act as a good role model for the children.

• All volunteers are required to receive favorable results from the district’s background check process prior to volunteering at Mediapolis Elementary.
• Always sign in and out at the school’s front office. It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.
• Always wear a “Visitor” badge.
• As a courtesy to others, please turn off cell phones while in the school building.
• As a courtesy to others, please refrain from wearing heavy perfumes or colognes.
• If you are taking food into school, please check with the class teacher because some food may be inappropriate for children with food allergies or not follow healthy snack policy.
• Always follow the correct fire safety procedures:
  o There is no talking during fire drills.
  o When in a classroom, follow the teacher out of the building and stay with the class.
  o When not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.

Confidentiality—To make sure that students, staff and families feel comfortable, we all need to respect each other’s privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. It can also harm the good reputation our Mediapolis CSD volunteer parents have earned over the years.

Any breach of confidentiality may result in the district’s decision to no longer utilize your volunteer services.
To help, here are some sample issues that can arise:
“Wasn’t it cute when Suzie…” No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom, stays in the classroom.

- **When parents ask you questions...** Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Don’t ask! Don’t tell!

If parents do have concerns, encourage them to talk to the class teacher.

- **When you see or overhear something...** As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or in the hall, or multipurpose room) stays at school.

If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.

- **When students tell you about their family, pet, vacation, etc. ...** As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.
- **When you have a concern...** If a student tells you something that causes you concern, tell the class teacher. If you observe something that troubles you, tell the class teacher. The teacher is in the best position to deal with the issue appropriately.

**Approach** — Be professional and be positive!

- Strive to give each child the best you can and know that other Mediapolis Elementary volunteers do the same when working with your child.
- Respect each child as an individual.
- Respect your co-workers and all school employees.
- If working in your child’s classroom, try not to single them out for attention as this may make them uncomfortable.
- Don’t distract teachers while they are teaching. If you have questions, wait until there is an appropriate moment.
- Honor your commitments and be on time.
- Find ways to be positive and notice things that are working well.
- Try to make any criticism constructive.

Remember, your time and energy is helping to make Mediapolis CSD a great place to learn.

*I understand the expectations set forth above and agree to abide by them in order to aid in a positive learning environment.*

Date: __________  Signature of Applicant: ________________________________

Return to Bev Vorwerk
Mediapolis Counseling Office