

## Prairie Heights Community School Corporation

### Volunteer Expectations

#### **Volunteers**

Volunteers serve as helpers and shall conduct volunteer activities under the supervision of school staff. All instructional service is to be rendered under the control and supervision of staff.

Volunteers understand that the volunteer relationship is terminable at-will.

Volunteers shall confirm assigned responsibilities and expectations with the supervising staff member before beginning any activity.

Volunteers will follow the building procedures for signing in and out each and every time of service and wear an identification badge required by the school.

Volunteers will perform to the best of their abilities the volunteer assignment.

Volunteers give consent for photographs, videotapes, or audiotapes to be taken during the course of the assignment for use by PHCSC for publicity purposes.

Volunteers authorize PHCSC staff to administer basic first aid or appropriate emergency medical treatment in the event of an accident, injury, or illness as the circumstances warrant.

Volunteers will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a PHCSC computer, volunteers will sign and abide by the PHCSC technology user guidelines.

Every volunteer must complete a background check. Each volunteer will be required to disclose prior convictions of the law, other than minor traffic violations or juvenile offenses. Volunteers understand that approval of the volunteer is conditioned on the results of the background check which includes a criminal records check.

Volunteers are expected to maintain personal image that is compatible with business casual image. Volunteers are expected to use good judgment in selecting appropriate attire. Appropriate dress may vary depending on the service/work environment.

Schools are to be safe, nurturing places for adults and students to learn and grow. To safeguard that environment, school staff and volunteers are asked to be aware and report activities that threaten the safety and well-being of others to the appropriate personnel; such as staff and administration.

Any information you learn at school about students or adults is confidential. Volunteers shall not discuss the performance, actions, or any other information about any student except with the student's teacher, school counselor or principal.

Always work in a public area. Please avoid working in a classroom individually with a student.