

## Mount Moriah Christian School Volunteer Handbook

The Administration and staff of Mount Moriah Christian School are so very appreciative of all the parents and family members willing to commit time and energy to helping our school. Whether you help serve lunch, work with the PTF on fundraisers, or help plan and execute fun events, all of it is important, and we could not do it without volunteers! Our goal is to make the school and all we do the best that it can be.

### Volunteer Requirements

Effective January 1, 2016, and in accordance to the Pennsylvania State Law as well as the MMCS insurance policy, every volunteer must a.) complete and pass a Pennsylvania State Police Criminal Record Check ([www.epatch.state.pa.us](http://www.epatch.state.pa.us)); b.) complete and pass a Pennsylvania Child Abuse History Clearance (<https://www.compass.state.pa.us/cwis/public/home>) c.) obtain Administration approval prior to volunteering. These clearances should be done every two years. Please see Josh DuBois, co-coordinator of special events and volunteers for clearances currently on file and date of renewal.

### Volunteer Guidelines

To ensure the most productive and positive experience, volunteers should adhere to the following guidelines:

1. **Call the office in advance if you need to cancel your volunteer time on a particular day.**
2. Treat your child as you would every other child in the school. Too much interaction can be disruptive to your child as well as his or her peers.
3. Never discuss any child's performance or behavior with other children, volunteers, or parents. **Confidentiality is required.** Please give each child the same respect you would want shown to your child by others.
4. Save all questions regarding your child's academic performance or behavior in school for a conference; schedule conferences before or after school, not during volunteer time.
5. Teachers, not volunteers, are responsible for communication to parents. If you have an issue, please report it to a teacher.
6. Disciplinary action is the legal responsibility of administrators and school staff. Volunteers should not be put in a position of having to enforce discipline. Immediately inform a teacher or staff member if a child is upset, crying, or misbehaving.
7. Keep conversation with other volunteers at a minimum. Remember, the mission of the volunteer is to provide help to the administration, teachers, and/or students.
8. Only the volunteer shall attend the event.
9. Volunteers are not permitted to take a child from the classroom at the end of a day or at the end of a time of service. All students must be called from the office for dismissal.
10. Volunteers should not walk the halls of the school or enter classrooms unless specifically asked to do so. Volunteers must wear a badge at all times for identification.
11. If during your time of service, you are aware of a situation or an idea for improvement, please write down your thoughts, drop it off in the office, and the chairperson of that event or the administrator will get back to you.

### **Volunteer Procedures**

Every volunteer must enter the school through the glass doors near the office. Upon arrival, the volunteer must register in the Volunteer Sign-In log posted on the wall outside the office. The name of the volunteer and the date and time of service should be recorded. A visitor's badge should be picked up and worn during service. Once inside the school building, volunteers are not permitted to let other visitors or students into or out of the building; instead, notify a teacher or Security Officer. At the end of the service time, the volunteer should report back to the office, sign out, and return the visitor's badge.

### **Volunteer Responsibilities**

MMCS counts on volunteers. For each event that volunteers are present, an arrival time and approximate departure time will be given. Be prompt and dependable. For some events, a large number of parents sign up to volunteer; however, the number of volunteers required for the event may be limited. It is possible that even though you sign up to volunteer, you may not be asked to help.

Volunteers should be willing to perform a wide range of assigned tasks while at the school. In many instances, a list of tasks along with the volunteer responsible is provided. If a volunteer does not understand the task assigned, he/she should ask for clarification as soon as possible. We ask that volunteers do not leave the school until their assigned tasks are complete.

Volunteers are responsible to set a good example for the children. Please dress appropriately when volunteering at the school. Use only language that is appropriate for the environment.

Thank you for volunteering! We are so very grateful to each and every one of you for your generous commitment of time, energy, skill, and enthusiasm!

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**I have read the above information and agree to the guidelines and responsibilities.**

Child's Name \_\_\_\_\_ Volunteer Name \_\_\_\_\_

Grade of child \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Only:</b>
Child Abuse Clearance: _____ Criminal Background Check: _____
Administration Approval: _____ Date: _____
1 <sup>st</sup> Warning Date: _____ 2 <sup>nd</sup> Warning Date: _____ Dismissal Date: _____