



## Mercer County Schools Volunteers and Mentors

A volunteer is someone who will be assisting with students on a **REGULAR, SCHEDULED and CONSISTENT** basis in a school setting such as helping a teacher in their classroom or for school sponsored events such as after school clubs.

**These examples are NOT a volunteer:** Coming to an awards program, eating lunch with your child, attending a school play, attending a field trip where you are **not** in charge of other students or a group; only sharing the experience with your own child. **Do not complete the list below if these examples are what you are wanting to do within the school.**

**An example of a volunteer would be the following:** assisting students with an academic skill in a school setting, assisting the teacher on a regular basis to prepare materials, chaperoning a school dance, being in charge of a group of kids on a field trip or school trip, being asked to come assist in a school sponsored activity and being asked to assist with students in group activities with the teacher or school sponsor.

### **All volunteers must complete the following before they are eligible to volunteer in the district:** **Volunteer/Mentor Requirements (adults 18 and over)**

#### **General School Volunteer/Mentor - Always in sight and/or sound of a district employee:**

- Complete a confidentiality training and quiz either in person or online annually
- Complete an AOC Background check (district pays for this check) annually
- Sign a confidentiality agreement
- Be listed on a district list of trained volunteers for schools to use when in need of volunteers

#### **Volunteers for Trips (overnight or out of town where students will be split into groups) or volunteers who are left with a group of students alone in a classroom away from staff members**

- All of the above items **AND**
- Fingerprinted and CAN check

## **Volunteer/Mentor Requirements (Under 18/Student/CTI middle and HS kids)**

### **General School Volunteer/Mentor:**

- Complete a confidentiality training and quiz either in person or online annually
- Sign a confidentiality agreement
- Be listed as trained volunteers/mentors for school programs pertaining to their class or activity

**The Community Tutoring Program** is doing a tutoring program at MCIS during ESS hours with outside adult volunteers and HS/Middle School students. They are left alone with students and do not have a staff member present. They do their own background checks and Mrs. Bray does confidentiality training with adults/students.

- If a check comes back totally clean, they are added to the district volunteer list.
- If a check comes back with anything listed...it goes to Mr. Booher to approve before they can volunteer and be added to the district volunteer list.
- If it is decided the person can not volunteer, a letter (or contact) from the board office will be sent to the individual.