

MILL CREEK COMMUNITY SCHOOL CORPORATION VOLUNTEER HANDBOOK

Thank you for your interest in serving as a volunteer at MCCSC! Every day, MCCSC students and teachers benefit from the generosity of volunteers who share their time and talents. The countless tasks performed by volunteers are vital to the continued operation and success of our schools. Sharing your life experiences, technical know-how, and friendship with a young person can make a huge impact on their life, both today and in the future.

This Volunteer Handbook provides important information regarding how to sign up to be a volunteer, guidelines and responsibilities for all volunteers, and school safety procedures. At the end, we have included a space for you to indicate that you have read and agree to abide by our volunteer expectations.

MCCSC VOLUNTEERS ARE EXPECTED TO:

- ❖ Register to volunteer through the school principal or Administrative Services Center.
- ❖ All volunteers will be approved by the school board at certain times during the school year or as needed.
- ❖ Abide by the Volunteer Agreement as described in the Volunteer Handbook.
- ❖ Complete the limited criminal history background check.
- ❖ Adhere to the district's sign-in/sign-out procedures.
- ❖ Wear appropriate attire when volunteering.
- ❖ Wear a visible nametag at all times while volunteering
- ❖ Maintain communications with the principal, teacher, coach, or sponsor
- ❖ Adhere to all MCCSCC policies

ABSENCE AND PUNCTUALITY

Volunteers are asked to commit to specific times and days, as our administrators, teachers, and coaches need to plan accordingly. If you are unable to volunteer when scheduled, please contact the school to let them know as soon as possible to ensure that student needs are met.

BACKGROUND CHECK

All MCCSC volunteers are required to complete a limited criminal history background check per school board policy #2025. MCCSC reserves the right to run random background checks and to deny volunteer privileges as necessary.

CELL PHONES

Volunteers will follow school policy on personal communication devices. For more information, contact the Principal at the school where you are volunteering.

CONFIDENTIALITY

Federal laws mandate the privacy of student information. As such, volunteers are expected to respect the confidentiality of all students, staff, and data.

DISCIPLINE

Student discipline is the responsibility of school staff, not volunteers. Any concerns a volunteer might have with student behavior should be reported to the principal, teacher, or coach.

DRESS CODE

Volunteers are expected to dress in accordance with school standards. Questions about this should be directed to the principal, teacher, or coach.

PROTECTING OUR STUDENTS: MANDATORY REPORTING

School staff will help you follow proper procedures established by state law and School Board policies when dealing with the following concerns.

- ❖ If child abuse and/or neglect is suspected, immediately report your concerns to the building principal or report concerns immediately to the Department of Child Services (DCS) hotline: 800-800-5556.
- ❖ If a student talks about harming themselves or others, report the conversation immediately to school staff or report the incident to DCS immediately.
- ❖ School volunteers who witness inappropriate behavior, not included above, must report the incident to the principal, teacher, or coach immediately.
- ❖ Volunteers do not take pictures or videos of students without the appropriate permission.
- ❖ Volunteers do not email or contact students.
- ❖ Adhere to all school and school board policies.

MCCSC employees, volunteers, and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to school staff within 24 hours of when an incident was witnessed or when reliable information regarding the occurrence of an incident was received. MCCSC employees, volunteers, or contracted service providers who promptly report an incident are protected by the law.

PROTECTING OUR VOLUNTEERS

For your safety, you should always remain in sight of school staff when working with students. Make sure you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued. Avoid physical contact beyond handshakes and hands on shoulders.

SIGN-IN/SIGN-OUT PROCEDURES

All volunteers must sign in at the school office each day that they are volunteering. Once signed in, volunteers will receive a volunteer badge which must be worn at all times when acting as a volunteer with MCCSC. At the end of their volunteer time, volunteers must sign-out in the school office.

STANDARD RESPONSE PROTOCOL (SRP)

The first responsibility of a volunteer is to tend to the safety of students in their care. MCCSC has adopted the Standard Response Protocol (SRP) as a way to communicate actions that all school personnel must take for student safety. SRP is action-based and additional training can be provided at the request of the volunteer.

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident. Remember the acronym, “ALICE,” – Alert, Lockdown, Inform, Counter, and Evacuate. Follow the direction of the principal and respond accordingly.