

Mascotte Elementary Volunteer Policy

1. All Volunteers must be background checked prior to any volunteer work, this includes field trips.
 - a. Please contact [Mr. Nazario](#) before you complete the [volunteer forms](#).
 - b. Updated volunteer forms and ID's will need to be completed every year.
2. All volunteers will be assigned to a specific area by Mr. Nazario.
 - a. Please remain in that area from sign-in to check-out time.
 - b. Lunch may be eaten in the lobby.
3. Volunteers are expected to leave the campus if they are not performing any duties in their assigned areas or when their assignment time ends.
4. Due to confidential records and information located throughout the front office wing, volunteers will no longer be allowed access to these areas, unless authorized by administration.
5. Volunteers must never address any discipline issues / concerns with any student.
 - a. This is for your own protection.
 - b. Any concern should be addressed with the appropriate school employee.
6. All Volunteers, by district policy, MUST SIGN-IN & OUT at a location designated by the principal before proceeding to their volunteer assignment.
 - a. For activities conducted after school hours, volunteers should be asked to SIGN-IN and state the purpose of their activity and the time frame for which they volunteer.
 - b. This sheet should be returned to Mr. Nazario the next school day.
 - c. Advanced notice must be given to Mr. Nazario before scheduling an *After School Activity*.
 - i. The notice should include a list of volunteer names.
7. All volunteers must wear an identifying nametag designated and approved by the administration of the school. For security reasons, faculty members and staff should direct individuals without a nametag to the front office.
8. Volunteers must always serve as positive role models. When serving as a Volunteer, an individual must refrain from any and all inappropriate behaviors including, but not limited to:
 - a. Use of profanity,
 - b. Use of drugs #including alcohol and tobacco,
 - c. Discussion of inappropriate topics,
 - d. Making “advances” to a student,
 - e. Selling merchandise or actively promoting their business,
 - f. Persuasion to a personal way of thinking or acting
9. Volunteer's attire should comply with the [dress code of the school](#).
10. Any discussion of a student other than the Volunteer's own child is restricted to the student's teacher, the guidance counselor or school's administration. Only appropriate school personnel may discuss individual students.
11. Link to: [Policy for Parents Volunteering in their Own Child's Classroom](#).