

Mesa Public Schools

Policy Awareness Agreement for Parent Volunteers

As a Mesa Public Schools volunteer, I, _____, understand and agree to comply with all district policies and regulations that govern my conduct while performing volunteer duties, including the following:
(Please Print Name)

CONFIDENTIALITY

As you work with the staff and students, confidential information may be shared with you. The problems, abilities, relationships and confidences of students, their parents, and the staff should never be discussed with anyone who does not have a professional right or need to know them. When sharing your volunteer experiences with friends and family, it is important to keep confidential matters within the school. Do not discuss test grades, progress, behavior, or problems of individual students. School staff must be able to depend on you to keep such information confidential. It is also important that you not probe into the student's family life or private matters.

CHILD ABUSE REPORTING

All District personnel are required by law (A.R.S. § 13-3620) to report suspected child abuse. Failure to report is a crime. This applies to both employees and volunteers when acting in the scope of their work with MPS. If abuse is suspected, contact the school principal, nurse, counselor, or psychologist who will report the suspected abuse. However, if they are unavailable, you must make the report by calling the Department of Child Services (DCS) at 1-888-767-2445 or local law enforcement to make the report. Child abuse must be reported immediately. Never delay a telephone report until the next day.

CONTACTING STUDENTS

As a school volunteer, you will meet many delightful students who you will enjoy working with. However, volunteers must not communicate with students outside of school, telephone students, or visit them at their homes. Volunteers may not make arrangements to meet students off campus, nor may students be invited to a volunteer's home.

DISCIPLINE

Students usually do not have behavior problems while working with volunteers. However, it is important for you to know that our schools have detailed discipline plans and that the responsibility for discipline rests with the teacher. Volunteers may NOT discipline students. Make the teacher aware if a discipline problem arises when you are working with a student.

DISMISSAL OF STUDENTS

Volunteers may never dismiss a student from school. Children who need to leave school early must have permission from the school office. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students home.

DRESS CODE

Volunteers are adult role models for children. Please take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that your attire be neat and conservative. Your appearance should attract no undue attention.

INSURANCE / WORKERS' COMPENSATION

The District does not carry health and accident insurance or Workers' Compensation for volunteers.

RESTROOMS

Staff restrooms are available for volunteers. Volunteers are not permitted to use student restrooms.

Signature

Date

May 2018