



**Bixby Public Schools**  
 Volunteer Information and Involvement Contract

**A volunteer can be defined as a person giving of their time and services to assist the school district, site, and/or classroom without compensation. Volunteers whose services are donated on a regular basis as a classroom aide or tutor and/or who work directly with students or in the classroom must be registered with Bixby Education Support Team (B.E.S.T), and attend a volunteer orientation. (B.O.E. policy)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Telephone, Home \_\_\_\_\_ Work/Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

Student(s) attending Bixby Schools:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_

Days I can help:     Mon     Tues     Wed     Thurs     Fri

I am interested in volunteering in these schools:     High School (Gr 9 – 12)     Middle School (Gr 7 – 8)     Central Int North Int     Central Elementary North Elementary     Northeast Elementary & Intermediate

I am interested in tutoring for the following teacher/counselor/employee:

I am interested in volunteering on a regular basis in the:     Classroom     Media Center     Office

**I understand that I must attend a volunteer orientation prior to volunteering in the capacity described above and agree to abide by the policies & procedures as outlined for volunteers.**

Volunteer Signature

Date

## E. 4 SCHOOL VOLUNTEERS

The Bixby Board of Education recognizes that volunteers can make valuable contributions to students and the district educational program. The utilization of qualified lay resident citizens and non-residents who can make a contribution on a voluntary basis to the educational, cultural, character-building, or recreational programs of this school system is encouraged. The Board approves a volunteer program subject to appropriate rules, safeguards, and regulations.

A volunteer can be defined as a person giving of their time and services to assist the school district, site, and/or classroom without compensation. Volunteers whose services are donated on a regular basis as a classroom aide or tutor and/or who work directly with students or in the classroom must be registered with Bixby Education Support Team (B.E.S.T), and attend a volunteer orientation.

All volunteers as defined above or those volunteering on an occasional basis must record their volunteer time in the office.

Appropriate procedures and machinery shall be established and maintained for the investigation of qualifications and character of volunteers.

When deemed advisable, appropriate recognition and commendation for the valuable services of lay volunteers may be made upon an individual or group basis.

The primary purpose of the school volunteer program shall be to free the teachers from tasks that could be accomplished by others in order for the teachers to spend more time teaching. Examples of activities that can be performed by volunteers are:

1. Making bulletin boards
2. Clerical tasks, such as filing, typing, etc.
3. Telling stories to children
4. Listening to children read
5. Conducting flash card drills
6. Drilling spelling words
7. Assisting the school nurse with visual and hearing screening
8. Reinforcing math facts
9. Gathering resource material
10. Making props and sets for plays
11. Teaching a foreign language
12. Tutoring
13. Anything else as deemed necessary by the cooperating teacher
14. Other activities too numerous to mention.

Volunteers are encouraged to help in all classrooms as needed. Realizing that conflicts may arise, a specific volunteer's placement will be left to the discretion of the principal.

The district reserves the right to conduct a background check on any and all volunteers.

All information to which the volunteer has access in the classroom, office, or school is confidential.

For security reasons, volunteers must sign the volunteer registration book in the office and wear a volunteer badge when they arrive at school.

Volunteers should record the number of hours at the school site.

Volunteers will not be subjected to a dress code, as such, but will be expected to dress appropriately and be neat and clean in appearance. No shorts (except in physical education classes) or shirts with inappropriate slogans will be permitted.

Volunteers will not grade papers.

Volunteers will not be asked to perform playground or lunchroom duties without a school employee present.

Volunteers are expected to be professional in their roles and to be positive about their jobs and the school system. A friendly, courteous relationship is expected between teachers and volunteers.

Problems will be dealt with if and when they arise by the volunteer program coordinator, teacher, and volunteer. If the situation cannot be resolved at this level, a building administrator will be asked to evaluate the situation.

Volunteers must seek the aid of school personnel in case of discipline problems.

Volunteers may not administer medication or give medical treatment to students.

Volunteers should not promote commercial products, religious beliefs, political parties or candidates while at school.

Volunteers are expected to follow all school district policy and procedures as outlined in the *site handbook*.

Volunteers are expected to be dependable and arrive on time or notify the cooperating teacher/staff member when it is necessary to be absent or late. In the event of a last minute emergency, the school office should be contacted.

Volunteers should notify the teacher and site volunteer coordinator if a volunteer assignment must be discontinued.

Volunteers should avoid expressing differences of opinion or dissatisfaction in the presence of students.

*Adoption Date: July 1, 2003*