

# Broken Arrow Public Schools Volunteer Contract

Name: \_\_\_\_\_

School Site: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Volunteer Guidelines

In order to protect the students and their families and to achieve a program of high quality, Broken Arrow Public Schools has adopted the following regulations and standards for those who to participate in the Volunteers in Education Program to follow.

## District Regulations

1. Upon arrival at the school, volunteers must check-in at the main office, sign-in, and pickup a badge authorizing them to be in the building.
2. When at the site, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes volunteers are not to clean blood spills or come in contact with bodily fluids.
3. School staff is responsible for the overall care of students and are authorized to take care of discipline issues which arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates or parties.
5. The district values every volunteer. As such, anytime heavy lifting or strenuous physical tasks are necessary (i.e., lifting heavy tables or equipment), the volunteer must seek assistance from the site custodial staff.

## Standards & Guidelines

1. Broken Arrow Public Schools expects a learning and work environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the Broken Arrow community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on campus, volunteers work under the direction and supervision of a school staff member.
3. The teacher is responsible for the content and learning techniques in the classroom and it is important that while the volunteer is working with them that they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for preparation of student learning, when volunteers are scheduled they need to be dependable and on time. When an absence is unavoidable, notification should be sent to the site volunteer chairman, teacher, or school site as soon as possible.
5. When it becomes necessary that a volunteer discontinue their assignment, they should notify the site volunteer chairmen, teacher or school site.
6. Because Broken Arrow Public Schools values the commitment and time volunteers spend in the schools, the district maintains a log of volunteer hours. As such, volunteers are asked to record their hours of service on the form designated at the school site. This is so the hours in totality can be reported to the district administration and Board of Education.
7. Safety and a well learning environment are paramount at all sites. As such, any matters of concern should be brought to the District Volunteer Coordinator who will take appropriate measures which may include involving a school administrator

**I have read, understood, and agree to abide by the regulations, standards, and guidelines described in this document.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date