



Expectations for Volunteers

Thank you for your time and dedication to our schools! Mt. Mansfield Unified Union School District understands that your time is valuable, and your willingness to contribute your time shows your commitment to the well-being of our students. The contributions of our volunteers have really made a difference in our students' educational experience through the years. Please take a few minutes to review our expectations for all MMUUSD volunteers. If you have any questions regarding this material, please contact the MMUUSD Central Office at 434-2128.

All volunteers shall abide by federal and state law and regulations, MMUUSD policies and procedures and other school rules while on district property. Below is a summary of some of the key policies for your reference. All policies that apply to school district employees also apply to volunteers. For a complete list of policies and procedures, and for additional details related to the expectations outlined below, please visit our website at www.mmuusd.org.

Sign In: During school hours all volunteers are required to sign-in upon entering the school building and sign out upon leaving. Visitor sign-in sheets are located and maintained at the schools' main offices. Upon sign-in, individuals will be issued a visitor ID badge, which must be worn at all times while in the building.

Child Abuse/Neglect: Under Vermont law, any school employee having reason to suspect that a child has been abused or neglected shall report the same to the appropriate authorities. As a volunteer, you should speak directly to the classroom teacher, principal, or designee in his/her absence. You should not speak with anyone else. The child and the family have a right to confidentiality and privacy as well as protection. Under no circumstance should you attempt to counsel the student or investigate further.

Smoking/Vaping: No smoking or vaping is permitted in any school building or on school grounds at any time. The using, dispensing or transferring possession of tobacco or vaping products while on school property or at any school-sponsored activity is strictly prohibited. Any observed student violation should be reported to the principal or classroom teacher.

Alcohol and Other Drugs: MMUUSD is committed to zero tolerance of alcohol, illegal drugs and other controlled substances on school property or at any school-sponsored activity (e.g. field trips, sporting events, work internships, dances, etc.). Being under the influence of, using, or possessing drugs not prescribed for the individual's use while performing duties for the district or while on school property or at any school-sponsored activity is strictly prohibited. Dispensing or transferring possession of controlled substances while on school property or at any school-sponsored activity is also prohibited. Any observed student violation should be reported immediately to the principal or classroom teacher. If you observe any student who appears to have a substance abuse problem, or if a concerned informant or friend alerts you, you should refer the situation to the building principal or classroom teacher. While it is human nature to try to help and express your concern, just as in child abuse/neglect situations, trained professionals must be the ones to deal with the situation.

Weapons and/or Fireworks: In conformance with federal and state law, possession and/or use of firearms, fireworks, or other weapon(s) on school property or at school sponsored events are strictly prohibited. Any observed violation should be reported to the principal immediately.

Unlawful Harassment and Discrimination: It is the policy of MMUUSD to maintain a learning and working environment that is free from unlawful harassment and discrimination. MMUUSD prohibits any form of unlawful harassment and discrimination on the basis of disability, marital status, national origin, color, race, religion, age, sex, gender identity or sexual orientation. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile, or offensive environment. Sexual harassment is a form of unlawful harassment, which consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. You should report any instance of harassment or violence to the principal and/or superintendent who will see that it is investigated according to MMUUSD policy.

Confidentiality: Information about students is confidential. You should limit discussing any student by name to others in the school with a "need to know" such as a classroom teacher, principal, nurse, special educator or guidance counselor. If you know many students and their families, you risk slipping from the "volunteer" role to "neighbor" role without realizing it. Your rule of thumb should be "Never discuss specifics of your school volunteering outside of school." If you have a concern about any aspect of the school program or student, you should speak directly with the school principal or superintendent.

Communicable Disease: MMUUSD is committed to providing a safe environment for all employees and students. MMUUSD also recognizes and respects an individual's right to confidentiality. If you are diagnosed with a contagious illness or disease that may jeopardize the safety of our students and staff (or put them at risk of exposure), please notify the principal in a timely manner so that the district can implement the necessary safety precautions if deemed appropriate. Your identity shall be kept strictly confidential except as required by the Department of Public Health regulations or as necessary to implement district procedures.

Handling Bodily Fluids: When possible, direct skin contact with body fluids should be avoided. Disposable gloves are available and should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trash can. Wash hands thoroughly after any contact with bodily fluids and before contact with others. If blood or other potentially infectious materials have contact with broken skin, mucous membrane or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse and/or school principal.

Cooperation with Staff: When providing direct services to students, volunteers are responsible for working cooperatively with the teacher, coach, or other staff member in carrying out the teacher's classroom plan, coaching strategies, district curriculum, etc. Volunteers are expected to discuss questions or concerns about a staff member's instructional approach in private at an appropriate time.

Volunteer Schedule: The volunteer is responsible for ensuring prior coordination with the principal, classroom teacher, or other appropriate school staff member regarding their volunteer schedule and assignment.

Professional Relationships and Communication: Volunteers are expected to maintain just and courteous professional relationships with students, parents, staff members, board members and other internal and external constituents of the district.

Safe and Respectful Environment: Volunteers are expected to place the safety and wellbeing of students as the first concern of the school system, demonstrate and encourage the highest standard of conduct among

students, and strive to create an environment where hazing, harassment, and bullying are deemed unacceptable behavior.

Emergency and Fire Drills: Be familiar with drill instructions, which are posted near each classroom door. The fire signal is a continuous loud tone. During fire drills, stay with your classroom teacher's group (or the group for whom you signed in to work with) for attendance purposes. Volunteers are expected to cooperate as directed in emergency-based situations.

Fundraising and Solicitation: Volunteers are not allowed to solicit funds of school district employees and/or students within the schools, nor may anyone distribute flyers or other materials related to external fund drives through the schools, without the approval of the principal/superintendent.

Technology Acceptable Use Guidelines: In the event that the school district provides an individual with access to the internet and other technologies, it is expected that those individuals only use these technologies for educational or school district related purposes. Please review our [Acceptable Use Guidelines](#) for volunteers.

Transporting Students: Volunteers are not allowed to transport any students, except their own children, unless another student's parent or guardian made and approved arrangements on their own following the school process.

Contact with Students: No volunteer shall have unsupervised contact with school children unless specifically authorized to do so by the principal/director/superintendent or his/her designee. *A volunteer will not be authorized to have unsupervised contact with school children unless they have completed a fingerprinted background check with the district.* When specifically authorized to do so, contact with students should be public (never behind closed doors) and in authorized areas only.

Background Checks: All volunteers are required to complete a background check that includes a check with the Vermont Criminal Information Center (VCIC) and the Vermont Sex Offender Registry. This will be completed automatically after you've completed the [Volunteer Sign Up Form](#). There is no charge for this background check. This background check is required every 5 years.

Fingerprinted Background Checks: *Fingerprinted background checks are required for all volunteers that may have unsupervised contact with students and the volunteer must have authorization from the principal, director, superintendent or designee prior to doing so.* Current employees of MMUUSD volunteering for the district have already completed this background check and can volunteer with no additional paperwork. If employees of other school districts are volunteering for our district, they can complete a secondary dissemination form with the Central Office and their fingerprints can be shared from their employing district at no cost. **To obtain a fingerprinted background check, volunteers need to schedule an appointment with the Central Office between 8:00 a.m. - 2:30 p.m. Monday - Friday to complete paperwork (3 forms). Please contact Andrea Sandy at andrea.sandy@mmuusd.org to schedule a time, or call her at 802-434-2970.** The paperwork at Central Office only takes approximately 15 minutes to complete. After completing the paperwork with the Central Office, the volunteer will need to go to a Fingerprint Identification Center in Vermont to complete the fingerprinting. The volunteer will need to bring proper identification and \$35 to pay for this service. After completing the fingerprinting, the volunteer needs to drop off or scan the receipt at the Central Office. After the receipt has been received by the Central Office, the volunteer is authorized to volunteer. This fingerprinted background check will stay on file with the district for the duration of their volunteer experience. Volunteers will continue to be required to complete the VCIC and the Vermont Sex Offender Registry backcheck every 5 years.

Thank you for volunteering your time to MMUUSD!