



**Broken Arrow Public Schools**  
*Volunteer Contract*

Volunteer's Name \_\_\_\_\_ School \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City and Zip \_\_\_\_\_ EMail \_\_\_\_\_

**Volunteer Guidelines**

In order to protect the students and their families and to achieve a program of high quality, the Broken Arrow Public Schools Volunteers in Education Program has established certain regulations and standards which all volunteers will be expected to observe.

**Legal Regulations**

1. Volunteers must check in with the principal's or volunteer's office to sign in and pick up a badge upon arrival at school.
2. Volunteers must avoid giving medications or medical treatment to an ill child. The school nurse or other authorized person at school is trained to follow the required procedure.
3. Volunteers may not promote any commercial product or brand names, any religious doctrines or beliefs, any political candidates or parties. Board of Education restricts all staff members in this area.
4. Volunteers must seek the aid of school personnel in case of serious discipline problems, so that the staff persons responsible for the overall care of the children can take necessary action.
5. Volunteers will at all times treat students with respect and be models of the civic values and societal norms important to our community

**Procedural Guidelines and Standards**

1. Always work under the direction and supervision of a teacher or other member of the school staff. The relationship between the volunteer and staff member is one of mutual respect and confidence. Remember that the teacher is responsible for content and techniques, and it is the volunteer's duty to support the teacher.
2. Realize that information to which the volunteer has access in the school or classroom is confidential.
3. Volunteers must be dependable and on time. If you must be absent on your assigned day, arrangements should be made ahead of time with the teacher. In case of last minute emergencies, notify the school office to relay the information.
4. If for any reason, the volunteer must discontinue the volunteering assignment, it is important to notify the teacher and the site volunteer chairman.
5. A volunteer who works in a classroom should make an appointment for a conference with the teacher so that the volunteer can be given specific information about duties.
6. Avoid expressing differences of opinion or dissatisfaction in the presence of students.
7. Take matters that concern you to the Volunteer Coordinator.
8. Work within the rules of the school, as set out by the principal.
9. Record the hours of service on the designated form at the school so that an accurate report can be presented to the administration and the school board.
10. Volunteers must not lift heavy tables or equipment, due to liability issues. Please make arrangements with the site custodial staff to put up tables, arrange equipment, or complete other necessary lifting tasks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*A Volunteer is someone who cares. Thank you for caring!*  
*Broken Arrow Public Schools is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, sex, disability or age.*

Jo McCord, Volunteer Coordinator  
259-4300, extension 295