

George County School District



Volunteer Application & Agreement Packet

Directions: School volunteers must complete a Volunteer Application and Agreement Packet each new school year. Volunteers should be given a completed copy of this agreement with their signatures for their own records. Copies of this agreement should also be kept in both the Human Resources Office and the school office where the individual volunteers.

Name: _____ Home Phone # _____

Address: _____

City & Zip _____

Preferred Email: _____ ☐ Male ☐ Female (OPTIONAL)

Employer: _____ Job Title: _____

Work Address: _____

Work Phone: _____

Volunteer areas of interest: Elementary, Middle, or High School Specific school(s) and/or program(s) interest: _____
_____.

Are you a member of an organization or group of volunteers? ____Yes or ____No

If yes, please specify the name of the organization/or group:
_____.

Describe your experience working with young people:

Reference's Name	Address	Phone Number	Relationship to Volunteer

Background Information

Miss. Code Ann. § 45-33-32 (2011) requires any person who has been convicted of a sex offense and who volunteers—or seeks to volunteer—for an organization in which volunteers have direct, private, and unsupervised contact with minors, to provide the organization with **written notification of the conviction**.

Please answer the following questions:

1. Have you ever pled guilty to an offense other than a minor traffic violation? ☐ Yes ☐ No
2. Have you ever pled “no contest” to an offense other than a minor traffic violation? ☐ Yes ☐ No
3. Have you ever been convicted of an offense other than a minor traffic violation? ☐ Yes ☐ No
4. Do you have any pending charges other than a minor traffic violation? ☐ Yes ☐ No
5. If you answered “Yes” to any of the above questions, please list the specific circumstances below:

Date	Location	Charge	Court	Disposition of Case

Acknowledgment and Agreement

6. I understand that the **George County School District** reserves the right to verify all information provided in this application. I also understand that **any false statements or omissions** of information may be sufficient grounds for **denial of the request to volunteer**.

Volunteer Printed Name: _____

Volunteer Signature: _____

Date: _____

Volunteer Data Confidentiality Statement

Most of the data that school employees know or create about students is considered **private**, including academic, personal, attendance, medical, disability, special education, and disciplinary information. These are areas where breaches of confidentiality most often occur.

A good rule of thumb: **almost all information about a student maintained by school employees in any form is protected under federal and state data privacy laws.**

School district employees—and volunteers—are bound by these laws at all times, whether at their work site, other district locations, or within the community.

To avoid data privacy violations:

- Private educational data can be shared **only** with staff members who have a “professional need to know.”
- Do **not** discuss a particular student with any adult or student who does not have that need.

Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.

The relationship between a child and a volunteer requires a high level of confidentiality. Volunteers may become aware of sensitive information about students, their parents, or school staff. This information should **never** be discussed with anyone who does not have a professional right or need to know.

If a volunteer suspects neglect, abuse, unlawful acts, or believes a student’s well-being is in danger, it is the volunteer’s duty to report the matter to school administration. Discussing such incidents with the classroom teacher, school counselor, assistant principal, or principal **is not** considered a breach of confidentiality.

I have read the confidentiality statement and agree to respect the confidentiality of the students and staff with whom I will be working.

Volunteer Printed Name: _____

Volunteer Signature: _____

Date: _____

Safety Guidelines

For safety reasons, please observe the following when working with students:

- Avoid being totally isolated with a child, such as in a room with a closed door. Work only in areas of the school that are under continuous, direct supervision by district professional staff.
- Use staff/adult restroom facilities rather than student restrooms.
- Do not give students gifts, rewards, or food items of any kind without the teacher's permission.
- All interactions between you and students must occur only at scheduled times and on school property.

Staff Responsibilities

The suggestions and opinions of volunteers are always welcome. However, professional staff members are legally responsible for all decisions regarding instruction and school management. For this reason, volunteers must always work under the supervision of professional staff.

Are there things volunteers should not do?

Professional staff are responsible for everything that happens in the school, including student instruction, safety, and discipline. A volunteer is **never** a substitute for a school staff member. Volunteers supplement and support programs but may **not** do the following:

- Discipline students
- Access materials in students' permanent record files
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student progress with parents

Sign-In Procedure

Volunteers must sign in and out at the front office and wear a visitor's badge each time they are on campus. For security and emergency reasons, it is essential that staff know who is in the school and why.

Tips for Volunteer Assignments

Assignment:

If your assignment does not meet your expectations or you feel unable to handle it, please contact the teacher or person who assigned you.

Cell Phones:

To maintain an optimal learning environment, cell phones must be turned off while in or near classrooms or the media center.

Harassment and Violence Policy:

The purpose of this policy is to maintain a learning and working environment that is free from harassment or violence based on race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district strictly prohibits all forms of harassment and violence. Report such behavior to building administration immediately.

If a student (or adult) reports, or you personally witness, harassment or violence, document the details using the **Reporting Form for Alleged Harassment or Discrimination**, available in any school office or on the district website at:

<https://www.gcsd.us/human-resources-personnel>

Volunteer Guidelines When Working with Students

1. **Be warm and friendly.** Learn students' names and show interest in what they are doing and saying—you are important as a listener.
2. **Encourage independent thinking.** Give students time to think and respond; silence often means they are processing their thoughts.
3. **Be honest when unsure.** If you don't know an answer or are unsure what to do, admit it and work it out together. Feel free to ask the teacher for help.
4. **Use tact and positivity.** Offer encouragement and compliments, especially when children are struggling.
5. **Accept each child as they are.** You are not responsible for judging a child's abilities, progress, or behavior—unless you suspect abuse or neglect. In that case, report your concern to a school administrator, school nurse, or counselor. **Never** report to an outside agency before notifying school administration.
6. **Respect privacy.** If a child or teacher shares personal information, treat it as confidential. If you suspect abuse or neglect, report it to the school administrator, nurse, or counselor—**not** to anyone outside the school before alerting administration.
7. **Keep a sense of humor.**
8. **Follow the teacher's lead.** Be consistent with classroom rules, routines, and expectations.
9. **Dress appropriately.** Wear comfortable, suitable clothing and interact at the child's level.
10. **Keep commitments.** Students look forward to your visits. If you know you will be absent, let them know in advance. Keep promises and avoid making any you cannot fulfill—children remember.

I understand that I should receive a completed copy of this volunteer application with my signature for my records.

I understand that I must follow the guidelines outlined in this volunteer application and agreement packet.

I understand that school volunteers must complete a new volunteer application and agreement packet each new school year.

I, _____ (Volunteer's Name), have read and understand the **VOLUNTEER GUIDELINES WHEN WORKING WITH STUDENTS.**

Volunteer Printed Name _____

Volunteer Signature _____

Date _____

Witness Printed Name _____

Witness Signature _____

Witness Personal Phone Number _____

Date _____

.....
Office Use

Has a **satisfactory** FBI background / Child Abuse Registry been received on this volunteer?

Yes _____ or No _____

Comments: