

**Pioneer Springs Community School  
Volunteer Policy - (approved 3/25/2014)**

Volunteers at PSCS are required to attend volunteer training sessions prior to volunteering. All volunteers will receive a PSCS Volunteer Handbook. Volunteering will not begin until the classroom teacher has established routines and procedures within the classroom community. Parents/guardians will be notified when volunteering opportunities are available. Volunteers will adhere to the expectations and responsibilities outlined in the PSCS Volunteer Handbook.

Volunteers Code of Conduct

PSCS volunteers are expected to be respectful and considerate to other students, PSCS staff, and PSCS visitors. PSCS volunteers also are expected to respect the property of PSCS and of other students, volunteers and staff. No volunteer shall in any way bully or exhibit inappropriate or disrespectful behavior toward students, staff, volunteers, or any other person. Prohibited bullying can take many forms and can include any of the following: (a) physical bullying, such as hitting, kicking, pushing, pulling hair, scratching, biting and tripping; (b) verbal bullying, such as teasing, name-calling, starting rumors, taunting and threatening; (c) emotional bullying, such as rejecting, excluding, defaming, humiliating, isolating, and ostracizing; (d) sexual bullying, such as exhibitionism, propositioning, and sexual touching; (e) cyber-bullying, which is defined as using technology to intimidate, embarrass, stalk, or coerce and (f) discrimination, such as harassment of a person based on race, color, gender, religion or ethnic origin.

Volunteers will not go behind closed doors with a student. Volunteers do not assist children in the restroom (including wiping) or with dressing. Volunteers may assist with bodily fluids only in emergencies, with a staff member present, and while wearing rubber gloves. Volunteers cannot apply bug spray, sun screen, itch cream etc. to students. Volunteers must adhere to the Allergen Aware Policy and have an awareness of allergies in the classroom. Volunteers do not administer Epi Pens. Volunteers do not discipline children.

Volunteer Expenses

PSCS will not be responsible for reimbursing volunteers for expenses such as admission fees on field trips, parking fees, food, or gas.

Volunteering on Field Trips

When chaperoning on field trips, volunteers will be asked to focus on children and avoid sideline conversations with other parents or volunteers. Volunteers will not talk on phones or text unless an emergency situation requires phone use.