



# UNITED FOR SUCCESS

## MPS Volunteer Handbook

### MISSION STATEMENT

To engage the community in the education of our youth, enriching the lives of both students and volunteers, investing in the future of Midland.

### GOALS

- To support the mission of Midland Public Schools
- To enhance students' learning opportunities
- To assist Midland Public Schools teachers and staff
- To utilize the efforts and expertise of our community
- To provide increased opportunities for volunteerism
- To increase community involvement in our schools
- To strengthen school-community relationships

### VOLUNTEER TIPS

- Call students by name
- Be friendly and caring
- Encourage and support student successes. Build self-confidence by praising them honestly and frequently
- Be comfortable with silence. Allow students time to think and form answers
- Students make mistakes. Let them know that making mistakes is part of learning
- Maintain your sense of humor
- By all means, enjoy yourself! You have the opportunity to make a positive difference in someone's life



## VOLUNTEER EXPECTATIONS

### Consent for Criminal History File Search

Any volunteer who will engage in student interaction shall be screened per MPS Bylaws & Policies using ICHAT (Internet Criminal History Access Tool). Additional screening is dependent on the assigned tasks, the degree of supervision of the volunteer and the nature of the volunteer's contact with students. If you wish to volunteer, but have concerns about information that a background screening may produce, please contact the MPS Volunteer Manager to discuss your individual situation.

### Additional Screening

Level 2 Volunteer Drivers are required to provide their valid Driver's License and up-to-date Proof of Insurance and Vehicle Registration. Level 3 Volunteers are required to be fingerprinted at the cost of the volunteer.

### Signing In

Every school has a Visitor Sign-In book located in the main office, usually at the front counter. It is important that you stop in the office and sign in and check "volunteer", so a record of your service is maintained. When you sign in, make sure to put on your volunteer badge, so you are recognized as a United for Success volunteer in the building.

### Signing Out

When you have completed your visit and volunteer service please sign out by marking the time you leave in the Visitor Sign-In book and return your volunteer badge.

### Attendance

Once you are placed in a volunteer position, you become an important part of the school educational team. Although you are not an "employee", we still respectfully request that you be prompt and consistent. If you do need to be absent during your scheduled time, please contact the school office so other arrangements can be made.

### Responsibilities

- Support the instructional program of the classroom teacher
- Do not give any student materials on your own without first discussing it with the teacher
- Discuss problems that arise with the teacher or school administrator
- Observe all regulations and procedures in the assigned school (i.e. fire drills, accident reporting)
- Do not mistreat, verbally or physically, any students. Allow employees to administer discipline

### Ethical Expectations

- Show respect for all staff and students
- Accept students as they are. Be sensitive to differences in background, culture, religion, values, vocabulary and aspirations
- Remember that you are acting as a role model for children, not only in how you interact with others at school, but who you are as a person

# SCHOOL VOLUNTEER

## JOB DESCRIPTIONS

<b>After School Assistance</b>	May include help with homework and/or supervising students during transition time of school and school sanctioned activities(games, meets, competitions) (Middle Schools)
<b>Book Fair Volunteer</b>	Help with set-up or clean-up, assist students choosing a book, help keep books organized and/or help with cashier duties (Elementary & Middle Schools)
<b>Booster Club/PTO Volunteer</b>	Support school club by attending meetings, leading an event or taking an Executive position (All school levels)
<b>Carnival Volunteer</b>	Assist with schools carnival games (Elementary Schools)
<b>Classroom Assistant</b>	Provide clerical support to teacher per teacher guidelines, assistance with student projects and centers(Elementary & Middle Schools)
<b>Club Leader</b>	Supervise a school club in a provided classroom (Middle & High Schools)
<b>Dance Chaperone</b>	Attend middle and/or high school dances to assist with supervision (Middle & High Schools)
<b>Driver</b>	Be responsible for providing transportation to students for a school activity (games, meets, competitions, performances) (All schools levels)
<b>Electronic Media Assistant</b>	Help elementary students with using electronic devices in class (Elementary Schools)
<b>Field Day Volunteer</b>	Help with activities (end of year-Elementary Schools)
<b>Field Trip Chaperone</b>	Attend a school field trip to assist with student supervision (All school levels)
<b>Guest Speaker</b>	Provide information to students about a particular topic or skill with a presentation that supports the class lesson (All school levels)
<b>Hallway Hero</b>	Provide a positive attitude and friendly face to students in entrance areas and hallways(All school levels)
<b>High School Mock Interviewer</b>	Conduct an interview asking students questions during "Mock Interview" day(spring-High Schools)
<b>Library Volunteer</b>	Assist Office Professional with library organization (All school levels)
<b>Lunchroom/Playground Assistance</b>	Support supervisory school regulations during lunch and/or recess (Elementary & Middle Schools)
<b>PATHS Mentor</b>	Become a mentor for students in the Personalized Academics Through High School program (High School)
<b>Picture Parent</b>	Teach art curriculum provided at school by the Midland Center for the Arts (Elementary Schools)
<b>Project Lead the Way</b>	Help students engage in critical and creative thinking, build teamwork skills, and learn to keep trying when faced with challenges through learning that feels like play, and encourages them to keep discovering (Elementary Schools)
<b>PYP Exhibition Mentor</b>	Help a group of students set and meet their goals for the Primary Years Program Exhibition (research, presentation and project) (Elementary Schools)
<b>Reading Buddy</b>	Read to a student, listen to a student read and/or discuss a book (Elementary & Middle Schools)
<b>School Office Volunteer</b>	Provide clerical support to school Administrative Assistants and Office Professionals (All school levels)
<b>Special Events</b>	School Open House events, Schedule pass-out day, Support for Holiday and/or school parties or parades (All school levels)
<b>Sports Event Volunteer</b>	Help with concession stands, event timer, scoreboard, moving equipment, ticket gate/entrance areas(Middle & High Schools)



## SCHOOL POLICIES

All volunteers are expected to observe MPS policies and by-laws as well as each school’s policies found in the schools’ handbook, which can all be found on the MPS website [midlandps.org](http://midlandps.org). Volunteers who do not observe these policies risk losing the privilege to volunteer, as determined by the District. A volunteer’s service may be terminated at any time, for any reason or no reason at all, at the discretion of either MPS or the volunteer.

## CONFIDENTIALITY

As a volunteer, you may become aware of personal information regarding a child’s academic performance, social interactions with peers, family situations, etc. The child may share the information with you, a teacher may choose to share it with you in order to enhance your ability to appropriately serve a student’s needs, or another student may do so. Regardless of how personal information about a particular child comes to you, the information must be held in your strictest confidence. It is never to be shared with other volunteers, your family members, acquaintances from the community, or other students.

Should you be concerned that the information needs to be addressed by a classroom teacher or counselor, report it to him or her immediately. As employees, they are required by law to report any suspicions regarding abuse, neglect, endangerment or exploitation immediately. They also need to know if any students are involved in dangerous or illegal activities so that they may intervene and keep the school community safe.

## CONTACT INFO

Reneé Urlaub | MPS Volunteer Manager | United Way of Midland County  
United Way Office | 989.631.3670 | [urlaub@unitedwaymidland.org](mailto:urlaub@unitedwaymidland.org)  
Midland Public Schools Administrative Office | 989.923.5034 | [urlaubrs@midlandps.org](mailto:urlaubrs@midlandps.org)

**GIVE. ADVOCATE. VOLUNTEER.**  
[www.unitedwaymidland.org](http://www.unitedwaymidland.org)

