

Marion Charter School
VISITOR/VOLUNTEER AGREEMENT POLICY

1. I will **sign in** at the Marion Charter School office, *immediately upon arrival*, when I arrive at MCS in order to create a safe atmosphere. I will wear my visitor/volunteer name tag at all times when on campus.
2. I will dress *appropriately* when visiting Marion Charter School.
3. MCS is a **drug-free environment**. I am aware that all drugs, including tobacco and any vaping devices, are prohibited by law and within 200 feet of school campus, as well as during school-sponsored events. **THIS INCLUDES CAR LINE AND PARKING LOTS.**
4. As a visitor/volunteer, I will not interfere with the classroom instruction, or any student's learning, including my own child's classroom experience. I will set a positive example for the students.
5. I know the **MCS rules** (*Be Respectful, Be Responsible, Be A Problem Solver*) and will **encourage students to follow them**. If any student, for whom I am responsible, fails to follow my attempts to encourage them to abide by the rules, I will immediately ask for assistance from an MCS staff member.
6. I understand as a *visitor*, I have not been background checked and so may only be alone with my own child(ren).
7. In order for the teacher and students to focus on learning, as well as focus on the important tasks at hand as a *volunteer*, **I will not bring other children with me**.
8. I will respect the **confidentiality** of each student by not sharing information about students I encounter during my visit. I will **only** discuss student behavior/actions with his or her teacher.
9. I understand that as a visitor/volunteer, I need to arrange my visit time with the teacher or office ahead of time. I understand that to enable the teacher to focus on the students, my visit will be for a specific period of time. I will be unable to arrive before the specified time nor stay past the specified time.
10. I understand that the Staff Work Room is for staff only and will only enter it when with a staff member.
11. I understand that all MCS staff members must direct their attention to the children and will not engage in an unscheduled conversation/conference.
12. Being a volunteer at MCS is vital and important role. The teachers are depending on my being there when I say that I will be! I will show that I am **reliable and dependable** by arriving at MCS as promised, in a prompt and timely manner, and by leaving promptly upon completion of my task.
13. If this agreement is not followed, I will not be able to visit/volunteer at or for Marion Charter School.

Printed Visitor/Volunteer Name

Visitor/Volunteer Signature

Date