



ROUND ELEMENTARY SCHOOL

Dorothy Hottum, Principal

11550 Hibner Road
Hartland, MI 48353

Telephone (810) 626-2800
Fax (810) 626-2801

Elementary Volunteer and Visitor Agreement

We appreciate your support and your help with keeping our school safe. The following rules and procedures have been put in place to maintain a safe and orderly environment. We are requiring all volunteers/visitors to follow these procedures during the school day. Please sign that you have read and agree to the following visitor/volunteer requirements:

1. You must sign up for a specific day and time (with prior approval from the building principal).
2. You must remain in the area where you are volunteering in the building.
3. You must avoid the use of your cell phone to eliminate distractions within the classroom.
4. Photos of students and staff are not allowed unless approved by the building principal.
5. Staff and student confidentiality is expected. Discussing students' academic, social or emotional information is prohibited inside and outside of the school.
6. Volunteers are expected to leave promptly after completing their volunteer work.
7. No siblings are allowed in the building while you are volunteering.
8. If you need assistance please ask the office staff. We must protect instructional time by avoiding interruptions within the classroom.
9. All volunteers/visitors must sign in and signout when entering and exiting the building.
10. Volunteers need to leave discipline or corrective action to school staff. If you see something, you should report it to a school staff member.
11. I understand that a violation of this agreement would mean I would not be allowed to participate in future volunteer opportunities.

I agree to follow the above guidelines/procedures:

Volunteer/Visitor Signature Date

Principal Signature

Date