

## Lunch PALS Volunteer Expectations

When you are a Lunch PALS, you are a...

Helper	Ego Booster	Buddy
Confidant	Contact	Companion
Hero	Listener	Accomplice
Friend	Sharer	Collaborator
Ally	Assistant	Gem
Comrade	Aid	Caring Heart
Cohort	Advocate	Reader
Partner	Joiner	Playmate
Sidekick	Affiliate	Role Model

**You are a positive, familiar, and consistent person in your PALS life.**

### What if I have to miss a week?

- If you are unable to make it for any reason, please contact the school and let them know ahead of time.
- We understand emergencies happen, please call as soon as you can.
- The school will let your PAL know that you had an emergency.

### Do I have to go the same day and time each week?

- You do NOT have to go the same day each week. Just be sure and let the school know of a schedule change, so they can let your PAL know and they won't be disappointed.
- You do have to go the same time of day, as that is your PAL's lunch period and it does not change.

### What do I do when I get to school?

- Always walk in the main front doors at any school building
- Always check in at the office first.
- You will be expected to sign in and sign out each week. This is very important for security reasons.
  - Every school office has an iPad that you will be requested to use to sign in and out. If you don't see it when you walk in, just ask for the sign-in iPad.
  - You will receive a Name Tag specific to you. You must wear this Name Tag while on school grounds.
  - This allows us to monitor the progress and results of the Lunch PALS program and ensure the safety of our students and staff.
- Depending on what time you arrive, you may wait near the office for your Lunch PAL or walk to the cafeteria or designated Lunch PALS place to meet your PAL. If you are unsure of the procedure at your school, just ask when you sign in and someone will help direct you.

### **May I bring Lunch to my Lunch PAL?**

- You are never obligated to bring food to your PAL. Since this is the student's lunch time they are expected to eat. It is best if you eat with them. You can purchase an inexpensive meal at the school. If you wish, you may bring a lunch in for you and your PAL. Please limit this to special occasions so undue expectations are not made.

### **What if my PAL is absent, will I know?**

- Yes, the school has your phone number / e-mail and should contact you if your PAL is absent on the day of the week you normally come.
- You are also more than welcome to call the school and ask if your PAL is there before you go to meet them.

### **Contacting the School.**

- You are welcome to contact the school if you have questions or concerns about your PAL.
- To e-mail you school contact or other school employees, use the following format:
  - [firstlastname@joplinschools.org](mailto:firstname.lastname@joplinschools.org)

### **Do my PAL's parents or guardians know that I eat lunch with their child?**

- Yes, every child in the Lunch PALS program has permission from a parent or guardian to participate.

### **Are there other Lunch PALS at my school?**

- Yes, every school has multiple Lunch PALS pairings; however, other volunteers might meet on different days or different times than you and your PAL.

### **Can I hug my Lunch PAL?**

- Yes, you are going to want to hug your Lunch PAL, and they will want to hug you! Please remember to keep physical contact appropriate with side hugs and make sure you are always where other adults can observe you both for your safety and your PALS safety.

### **What do I talk about with my Lunch PAL?**

- Really learn about your PAL. Encourage your PAL to talk about their interests, hobbies, goals, activities, school, siblings, etc.
- You may also share personal past, present and future positive experiences.

- If a topic is NOT school appropriate, please change the subject immediately and remind your PAL to only use school appropriate language and topics (no guns, drugs, alcohol, gangs, or slander of any kind).

### **Appropriate dress.**

- Please make sure that necklines and hemlines are appropriate for an active experience that would allow you to keep the highest level of modesty (lifting, bending, etc.).
- Dress expectations according to policy:
  - Muscle Shirts, spaghetti straps, low-cut tops, short shorts and skirts are not considered school appropriate in Joplin.
  - “Body piercings, other than ears, should not be worn when performing one’s duty as a volunteer in Joplin Schools. Acceptable earrings do not include gauge or plug style earrings. Volunteers with tattoos shall cover the tattoo with clothing or other appropriate means.”
  - Clothing with guns, drugs, alcohol, gangs, slander, or other vulgar material may not be worn on school grounds.

### **Non-appropriate actions.**

- Absolutely no drugs, alcohol, tobacco, guns, weapon of any kind, etc. are allowed on school grounds at any time.
- If you are found to be under the influence of any kind of illegal substance or alcohol on school grounds, you will be escorted off the premise and no longer allowed to be a volunteer in Joplin Schools.
- Vulgar or demeaning language is not permitted. Volunteers will use child appropriate conversation and language at all times. Please be respectful of everybody.

### **Things to keep in mind.**

- Remember you are a positive and consistent adult role model for your PAL.
  - You represent Joplin Schools and Bright Futures when you are volunteering.
  - The guiding question for Lunch PALS is “What is best for the student?”
    - If it’s questionable in your mind – it’s questionable and probably not the best thing for the student.
    - Please give your PAL your best.

### **Still concerned for your PAL outside of school?**

- Please share any concerns (confidentially) with the Principal or school contact, and they will address the situation properly.

## **Volunteer Policy**

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer's services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for the professional staff. Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students.

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts such as stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteer will not transport students.
4. Volunteers must inform the building principal of any suspected abuse or neglect.
5. Volunteers must keep all information regarding students confidential.
6. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
7. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
9. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
10. Volunteers will follow all Joplin School policies, procedures, and all applicable laws.

When you submitted your application, you agreed that a Joplin School representative can use my personal information to conduct a background check investigation for volunteer purposes.

You also agreed that you understand and will abide by all of the Terms and Conditions listed above.

You also agreed that a Joplin School representative can use my name and/or picture for promotional purposes.