

McKinley Volunteer Program

(M.V.P)

2025-2026 Guide

McKinley Bulldogs



McKinley Vision Statement: McKinley School will foster a safe environment that builds a foundation in which students can grow academically, socially, and emotionally so that they are motivated to contribute to their classroom, school, and community.

McKinley Volunteer Program (M.V.P.):

Goal and Objectives:

The goal of the McKinley Volunteer Program (M.V.P.) is to assist McKinley School staff in providing the best educational opportunities for our students. Each volunteer with his/her individual knowledge and skills is an asset to the school. This training will help volunteers know what kinds of support the school staff may need and provide guidelines on how to best help.



MVPs are parents, grandparents, family members, and/or community members who have skills and talents that are supportive of our students' education. MVPs volunteer their time to make McKinley School a better place for students and staff.

MVPs are not to take the place of teachers, staff, and/or administration and are not to be paid for their service. They are strictly an added means of physical and skillful support to McKinley School.

MVPs will attend a training session prior to being available to students, teachers, staff, and/or administration. During the training session, MVPs will be made aware of how to support the school as a whole, the do's and don'ts, and general guidelines of McKinley School.

MVPs will sign in the office, print and visibly wear a badge at all times. Teachers/Staff/Administration will receive a list of those volunteers interested and/or skilled to work in their area of support.

Sample areas where MVPs can help:

Morning/after school traffic attendant	Cafeteria Assistance	
PTA Events	Playground/yard duty support	Computer lab
Library	P.E. and Intramural Sports	Special Pals
In classroom assistance	Art/Music/Theater Performances	
Literature Night and other Family Nights	School Committees	
Cultural Education –Share about your culture		
MVP Program Assistant	Event chaperones	Site Council



MVPs do:

1. Keep things you over hear or notice about students confidential.
2. Sign in at the school office, print and visibly wear a badge before reporting to volunteer (For school safety and Ed Code).
3. Be dependable and on-time. Please notify the teacher or office staff if you are unable to make it or are going to be late.
4. Dress appropriately – follow the school dress code.
5. Use only adult specified bathrooms.
6. Always remain positive and supportive of the students, teachers, and staff.
7. Know the rules and school guidelines that are in the handbook, as well as PBIS rules, model, abide by, and help enforce them by reporting violations to the teacher or yard duty staff.
8. Keep a low profile when entering a classroom and doing your duties. Students are easily distracted.
9. Pay attention to how the classroom is run so you may act as an extension of the teacher/staff.
10. Always be accessible to the teacher and follow teacher/staff procedures.
11. Be aware of school/class schedules, recess, lunch, and help implement them.
12. Assess what help may be needed in the classroom, office, or campus, and offer assistance.
13. Report any difficulties to the teacher, yard duty staff, MVP Chairperson, office staff, or principal.
14. Keep safety in mind at all times. If you see someone without a badge, direct them to the office. Assist those visitors with directions to the office.
15. Help with Lost and Found. Please pick up items you find lying around the playground, and either return them to the student or place them in the Lost and Found.

MVP's don't:

1. DO NOT have physical contact with students.
2. Do not have your phone out while volunteering. If you need to take a call, step out of the classroom.
3. Do not take pictures, videos, or audio recordings of students or staff.
4. Do not allow teachers or staff to leave you alone with students, except in an emergency, or if you are fingerprinted with the district/county.
5. Are mindful that while they are entitled to their beliefs, they do not share them at school.
6. Do not take away from student learning by socializing during class.
7. Do not use profanity or speak in a sexual manner.
8. Do not administer medication or bandages for sick or injured students – escort them to the nurse if the student can be safely moved. When in doubt, have someone go to the office for help and stay with the injured/sick student. Be aware of bloodborne pathogens. Do not handle a child who is bleeding without gloves.
9. Do not bring dangerous objects or weapons on school grounds (Pocket knives included).
10. Do not come on campus while under the influence (This includes many prescription drugs). McKinley School is a drug and alcohol-free campus. This includes tobacco and vaping products.
11. Do not use student restrooms or those of the opposite gender.

Our Number One Priority Is Safety

Know the rules – READ the handbook!!!!

- Always keep your eyes out for potential accidents/hazards – Report unsupervised students on the playgrounds, running, aggressive behavior, safety in the parking lot or bus zone, etc. During school activities, be aware of non-identified persons or intruders. Report incidents to staff or calmly diffuse the problem if you feel able.
- Each teacher has an emergency red folder. Please ask the teacher you volunteer for where they keep their red emergency folder. This folder holds the procedures followed during an emergency. Each room has an emergency bucket with supplies.
- In case of a fire drill, all volunteers are to exit the building to the playground and report to office staff who are located on the blacktop near the Bulldog wall. You may help/guide students to their designated area on the grass first.
- Fire/Emergency Drill: Each teacher has a colored sign to visually identify all is well or in case of missing student. Green is good. Red is a warning that help is needed. This sign is inside each teacher's red folder.
- To transport students for school activities, complete and submit the Private Driver Application (available in office).
- Finger printing is necessary if you plan on or wish to work independently with students, transport students during off campus events, or direct students in sports, dance, music or any extracurricular activity without full staff supervision. To become fingerprinted, please see Leanna or Heidi in the office for more information.

Using the Phone:

Dial 9 to get an outside extension.