

2026-2027



Marysville Charter Academy for the Arts, est. 2000

Volunteer Handbook



MCAA Volunteer Handbook

Table of Contents

- 01** Welcome & Purpose
- 02** The Value of Volunteering
- 03** Ways to Volunteer at MCAA
- 04** Volunteer Responsibilities & Conduct
- 05** Student Safety, Privacy & Confidentiality
- 06** Chaperoning Field Trips: Expectations & Guidelines
- 07** Acknowledgements & Sources
- 08** Shared Cost Application & Live Scan Form

Contacts for MCAA regarding Parent Involvement in the 2026-2027 School Year:

Eric Preston
Principal
epreston@mjud.net

Christine Duckels
PTCO President
president@mcaaptco.com

Peter Hemingway
PTCO Vice-President
vice.president@
mcaaptco.com

Daniel Tejada
ASB Advisor
dtejada@mjud.net

Anna Mitchell
Outreach Consultant
for Grades 10-12
amitchell@mjud.net

Anthony Nelson
Outreach Consultant
for Grades 7-9
anelson@mjud.net

01 Welcome & Purpose

Welcome to Marysville Charter Academy for the Arts (MCAA), and thank you for your interest in volunteering!

Your time, energy, and care are truly appreciated. Volunteers play a vital role in creating the kind of environment where students feel safe, supported, and inspired to grow academically, creatively, and socially. Whether you're helping in a classroom, supporting an arts program, assisting at events, or pitching in behind the scenes, your contribution matters.

This handbook is here to guide you. Inside, you'll find the tools and information you need to get started, including expectations, safety guidelines, and ways to get involved in a way that works for you.

“Volunteers do not necessarily have the time; they just have the heart.” — Elizabeth Andrew

Research consistently shows that when families are involved in education, students do better in school and feel more connected. Your presence at school shows students that their education is valued and makes a real difference.



GIVE  
SUPPORT

02 The Value of Volunteering

At MCAA, volunteering is more than just appreciated; it is meaningful. Students gain more than academic support when adults participate. They receive encouragement, positive reinforcement, and a strong example of community engagement. Whether you have five hours a week or just a few throughout the year, your presence has a positive impact.

Volunteering Benefits Everyone!



For Students:

- Improved academic performance
- Increased engagement and motivation
- Positive role models



For Staff & Schools:

- Extra support in classrooms and during events
- Enhanced communication and trust
- More effective learning environments



For Volunteers:

- A deeper connection to the school
- A chance to model community involvement
- Increased confidence and useful job skills

What the Research Says

- Students with involved parents are more likely to earn better grades, attend school regularly, and graduate.
- Schools that actively involve families see up to 40% greater academic gains.
- Involved parents often become more confident, feel more connected, and are better informed about their child's education.

Parent involvement is one of the most powerful ways to support student success—thank you for being part of it.

Read more: [Involvement Matters – PTO Today](#).

03 Ways to Volunteer at MCAA

Whether you prefer helping behind the scenes or being part of the action, there's a role for you at MCAA. Every act of support—big or small—makes a difference in our students' experience. You can volunteer occasionally or take on a regular role, depending on your schedule and interests.

Here are some of the ways you can contribute:

Classroom & Program Support

- Support teachers by preparing materials, organizing supplies, or helping with projects.
- Provide supervision during 9th Block or lunch period activities.
- Assist with our after-school Edutainment program to engage students beyond the classroom.

Arts & Events

- Help build sets, organize costumes, or assist during rehearsals and performances.
- Chaperone school dances, arts showcases, and other student-led events.
- Lend a hand at special celebrations like Graduation, Music Week, or the Senior Showcase.

Leadership & Committees

- Join the Site Council LCAP Committee to help guide school priorities and planning.
- Serve on the PTCO or CTE Advisory Committee to support parent and career technical education input.
- Participate in focus groups or event planning teams to share your voice and ideas.

“There is no better investment of time and money than in the life of a child. They are the future.” —Alma Powell



04 Volunteer Responsibilities & Conduct

Volunteers are essential members of our school community. Your presence sets an example for students and contributes to a respectful, safe, and inclusive environment. By showing up with kindness, curiosity, and consistency, you help make MCAA a place where everyone can succeed.

What Makes a Great **VOLUNTEER**



- Enjoy working with young people.
- Be patient, dependable, and positive.
- Show initiative and follow through.
- Respect school staff and students.
- Collaborate well as part of a team.

“The best way to find yourself is to lose yourself in the service of others.”

– Mahatma Gandhi

**“Volunteering is at the very core of being a human. No one has made it through life without someone else’s help.”
– Heather French Henry**



Core Expectations

- Be reliable and consistent: Follow through on commitments and maintain a dependable presence.
- Model respect and inclusiveness: Treat all students and staff with fairness, kindness, and patience.
- Protect privacy: Maintain confidentiality and avoid discussing student or staff information.
- Lead by example: Use appropriate language, behavior, and tone at all times.
- Ask for support when needed: If your role doesn't feel like the right fit, reach out to the teacher or PTCO to find another opportunity.

Safety & Professional Boundaries

- Only volunteer during scheduled times, and do not bring non-enrolled children to campus.
- Keep phones on silent and use them only for emergencies while volunteering.
- Take photos of students only with explicit permission from staff.
- Stay in public, visible areas when working with students. Avoid being alone with a student in a closed space.
- Focus on school-related activities. Please do not share personal political or religious views during school hours.

If a concern arises, staff may work with you to adjust your role or identify a more suitable way to support.

05 Student Safety, Privacy & Confidentiality

Volunteering means helping keep our students physically, emotionally, and socially safe. As a school, we take student safety seriously, and we expect our volunteers to do the same. This section includes key guidelines to help you protect student privacy and maintain professional boundaries while on campus.



Physical Boundaries

- Avoid unnecessary physical contact. Consider cultural norms and student comfort.
- Always work in visible, public spaces where staff and students are present.



Photos & Social Media

- Never take or post pictures of other students unless you've been authorized to do so.
- Respect families' rights under FERPA to restrict photos.



Confidentiality

- Treat all student and staff information as private.
- Keep all student information confidential, including details about behavior, performance, or discipline. If you have a concern, speak directly with a staff member.
- Report any serious concerns to the teacher or principal immediately.

**If you're unsure, ask yourself:
Would I want this said about my child or me?**

06 Chaperoning Field Trips: Expectations & Guidelines

Field trips offer students a chance to explore, experience, and connect beyond the classroom walls. As a chaperone, you're not just a helper. You are an adult students rely on for direction and safety. To make the experience smooth for everyone, we ask all chaperones to follow these clear expectations:

BEFORE *the trip*

- Please make arrangements for any non-MCAA children so you can fully focus on the students assigned to you.
- Check in with the teacher and confirm your responsibilities.

DURING *the trip*

- Stay with your assigned group at all times.
- Avoid phone use unless it's an emergency.
- Support all students equally. Avoid giving special treatment.
- Enforce all school and trip rules.
- Students and staff will look to you as a representative of our school community. Thank you for modeling what it means to lead with kindness and accountability.

AFTER *the trip*

- Return with your group and check in with the teacher.
- Debrief if needed.



07 Acknowledgments & Sources

This handbook draws from several school district volunteer programs and national parent involvement research. Thanks to the following sources:

- Hebron Harman Elementary PTA Volunteer Training (2013)
- Everett Public Schools Volunteer Handbook
- Cumberland County Volunteer Handbook (2012)
- Carroll County Public Schools Volunteer Program Handbook (2011–2012)
- Central Union School District Volunteer Training (2012)
- Involvement Matters – PTO Today.

Thank you for being a part of the MCAA community. Your involvement supports students, encourages staff, and strengthens the connection between school and family. We're grateful you're here.

“All we can ask in our lives is that perhaps we can make a little difference in someone else’s.” —Lilian Davis



Marysville Charter Academy for the Arts, est. 2000