



# Volunteers In Schools In Topeka

Thank you for your interest in becoming a volunteer at Topeka Public Schools. Just fill out the application form and read the requirements for volunteers. Send your application to your local school or send it to:

Ron Harbaugh  
Burnett Administrative Center  
624 SW 24th  
Topeka, Kansas 66611

or email Ron at [rharbaug@topeka.k12.ks.us](mailto:rharbaug@topeka.k12.ks.us).

You will be notified when you can begin volunteering at Topeka Public Schools. We appreciate your willingness to help make our schools a great place to learn. Our schools and our children will no doubt benefit from your help.





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## Requirements for Volunteers in Topeka Public Schools

- Volunteers must sign in when entering a school.
- Volunteers must wear a volunteer badge when volunteering
- All activities between a volunteer and student or students must take place on school property and during the regular school day or extended day. Any exceptions must follow school district guidelines and have principal or administrator approval.
- Volunteers may not transport students.
- Volunteers should minimize physical contact with students. Limit physical contact to accepted gestures of greeting, guidance or praise such as shaking hands or high fives.
- Volunteers must interact with students in "open areas," of the school. No interaction in a room with the door closed or in a remote area of the school.
- Volunteers may not use profanity or exhibit displays of violence or threats in the presence of students.
- Volunteers may not engage in any illegal activities with students.
- Volunteers may not attempt to influence or persuade students on religious or political matters.
- Volunteers shall not make negative comments to others about students or staff.
- Volunteers should exhibit behavior supportive of all ethnic/racial groups.
- Volunteers should report any problems to the teacher or principal.