



## **Teen Volunteer Guidelines**

**The library has the following expectations of our Teen Volunteers:**

- Volunteer must be entering grades 9-12.
- Volunteer must be able to follow written and verbal instructions and work independently.
- Volunteer should dress neatly and conservatively.

**The Twinsburg High School Dress Code will be strictly enforced.**

**Please review attached copy.**

- Volunteer must be courteous, responsible, and follow the library policies.
- Please be mindful of your conversations while you are at the desk, as you will be working in the Children's Department.

**Inappropriate language and subject matter will result in immediate dismissal.**

- Please refrain from socializing with friends during your volunteer time. We expect your full attention to be on your assigned tasks.
- Food and drinks will not be permitted at the desk. A short snack break will be allowed at the discretion of the librarian.
- Cell phone use is not permitted during volunteer time (**this includes texting**).
- Electronic devices are not permitted during volunteer time. This includes, but is not limited to MP3 players, dvd players, netbooks, and ipads.
- Volunteer will be permitted to work a maximum of 8 hours a week.
- Time slots are set in two-hour increments. Volunteer must work time slots as assigned.
- Volunteer must attend a mandatory training class before they will be permitted to schedule hours.
- If you are unable to report for volunteer service during scheduled time you **MUST** call the library at: **330-425-4268 ext. 3**

**\*Failing to report during your scheduled time without calling will result in termination of volunteer eligibility! \***

## **RULE 12: DRESS CODE.**

Students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity. It should be noted that in the interest of good decorum what students wear to school is not necessarily the same as what students may choose to wear outside of school. **Any wording or images other than the school name, school logo, or the manufacturer's logo, may be viewed in violation of the dress code.**

A. In general, hair and clothing will be neat and clean, not constitute threat to student health and safety, or damage school property. In reference to what might be detrimental to school property, clothes

and footwear (with metal rivets, cleats or spikes which can damage furniture and floors) are not permitted.

B. Students will wear shoes or sandals at all times.

C. Any appearance creating a disruption or distraction of the educational process will be considered improper. Mode of dress exposing the midriff is prohibited as well as halters, spaghetti straps, severely styled T-shirts, oversized basketball shirts (worn without a T-shirt), muscle shirts, and tank tops making for inappropriate disclosure of the body. Cut-out or tattered garments are not to be worn. (add picture from p. 15)

D. Students are permitted to wear skirts that assure acceptable standards of modesty and shorts mid-thigh or longer in length. Boxer shorts, gym shorts (except in P.E. classes), spandex shorts and pants, and unhemmed cut-offs are not appropriate. All pants and shorts must be worn at the students' waist and properly secured.

E. Chains, other than those specifically sold as jewelry, are not permitted in schools (this includes dog collar, choker chains and "truckers" wallet chains.)

F. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress, which displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, terrorist or violent messages is inappropriate.

G. Students are not allowed to wear or carry scarves, bandanas, wave caps, visors, sweat bands or hats of any kind, sun glasses, goggles, outer wear coats or jackets during school hours. Upon entering the building, students are expected to secure these items in their assigned school lockers. Windbreakers and matching jogging suits are acceptable in lieu of sweaters and sweatshirts.

H. Backpacks, brief cases, gym bags or book bags of any type are not permitted.

Student possessions must be secured in the student locker at all times.

A student may be asked to change any article of clothing that in the judgment of the building principal(s) is in poor taste. If a clothing item is in question, bring the item in and have the principal judge its suitability prior to wearing it.



## Teen Volunteer Service Application

Volunteers are a welcome and an important part of our library. They help us fulfill a variety of services to the community. If you are interested in becoming a volunteer, you can begin the process by submitting the application below.

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work/Cell phone \_\_\_\_\_

Email: \_\_\_\_\_ Volunteer all year?    yes    no

School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Emergency Contact:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

**I have read and reviewed the *Volunteer Guidelines* with my child, and I give them permission to be a Teen Volunteer.**

\_\_\_\_\_  
Parent Signature

I have read, understand, and agree to follow the *Volunteer Guidelines*.

\_\_\_\_\_  
Volunteer Signature



Training Completed:



Staff Signature

Date