

VOLUNTEER GUIDELINES

Effingham Community Unit School District #40

We appreciate your willingness to share your time and talents to increase educational opportunities for students. We wish each of you a successful, rewarding and satisfying experience. Should you have any additional questions or need other information, please feel free to consult with the teacher or the building principal.

When our children succeed in life, we all benefit!

- 1) Phone the school if you cannot come at your scheduled time. Please sign in at the office each time you volunteer and wear your volunteer name badge, and please be sure and sign out when you leave the building and return your badge.**
- 2) The teacher will assign your time to volunteer and will also give you your tasks. Please come only at your assigned time. Do not arrive unannounced.**
- 3) Always maintain a professional attitude with regard to confidential information pertaining to a child or classroom of children. No children should be discussed outside of the school situation. It is very important to observe discretion in commenting on school matters, including performance of other volunteers, children, or school personnel. We must be able to count on you in this matter of professional integrity and confidentiality.**
- 4) If you have a concern about your own child, please schedule a conference for a later time. The teacher will be glad to discuss your child at a scheduled time, but will not be able to do so during your volunteer time.**
- 5) Please do not bring younger children with you when volunteering.**
- 6) Due to security reasons only students and school personnel are allowed on the playground during recess times.**
- 7) Under no circumstances is a volunteer ever to evaluate the performance of a student. The teacher will not ask or expect, under any circumstances, a volunteer to grade or evaluate a student's work. A volunteer should never be asked to diagnose or prescribe instructional materials or programs. Only a certified teacher is licensed and employed for these responsibilities.**
- 8) A volunteer should never administer medication to a student other than his/her own child.**
- 9) Volunteers should not take any disciplinary action. This is the teacher's responsibility. However, volunteers should make the teacher aware of any misbehavior.**

- 10) Volunteers should remember that they are in the position of setting examples for students. Your dress and actions should serve as good models for them to follow.**
- 11) Volunteers should be familiar with the fire escape routes and disaster routines for the specific rooms in which they will be working and participate along with all students and staff. Follow posted signs in the classrooms**
- 12) Volunteers will be offered a school lunch at no cost on the days he/she volunteers.**
- 13) Please remember to turn off or mute your cell phones when working with the children in the classroom.**
- 14) Please DO NOT use your phones or cameras to take pictures of school events/field trips, etc. and post those on outside media sources (example, Facebook). Some parents have signed forms stating they do not want their child's pictures posted.**

THANK YOU SO MUCH FOR YOUR VOLUNTEER TIME!

Updated 7/31/12