

**TRI-C ELEMENTARY SCHOOL
CARTERVILLE UNIT #5**

PARENT/GUARDIAN VOLUNTEER GUIDELINES

When parents/guardians take the time to assist the classroom teacher, everyone benefits. Volunteers are welcome, appreciated and provide a valuable service to our students and staff. With that in mind, we would like to offer some important guidelines for our volunteers.

General Guidelines

Confidentiality As a volunteer, you may have access to, or become familiar with, information about specific students. It should go without saying that all of this information is to be kept totally confidential. You should discuss it with no one other than the students' teacher.

Concerns If you have a concern about a student or the teacher in whose class you are volunteering, this too, should be kept confidential. The first step is to discuss your concern directly with the teacher. In most cases, there is a logical explanation that may not be obvious to you at first.

Scheduled Visits All volunteers must prearrange with the teacher, scheduled volunteer times. This allows the teacher to prepare activities for the volunteers in advance, provides all volunteers equal opportunity, and protects the learning environment. In addition, when visiting during school hours, after signing-in at the office, volunteers should report directly to their scheduled volunteer assignment. Drop-in visits to other teachers/classrooms, disrupts the educational environment for our students and therefore is not permitted.

Volunteer Assignment If you or the teacher feel that your assigned tasks are not working out, you should discuss the situation with one another and make arrangements for your reassignment.

Dependability While you are not paid for your volunteer efforts, teachers and students depend on you to follow through with your assigned tasks. As such, if you are unable to fulfill any of your volunteer obligations at any time, please notify the teacher as far in advance as possible.

Sign-in Procedures Always remember to sign-in/sign-out in the school office and to wear an orange Visitor Pass sticker while in the school. Signing in and out allows us to keep track of volunteer hours and activities. The Visitor Pass sticker assures teachers and others in the school that you are authorized to be in the building while children are present.

Classroom Guidelines

1. Any information regarding students must be kept confidential.
2. Volunteers must prearrange scheduled volunteer times with the teacher.
3. When entering the classroom, please do so quietly so that the educational environment is not interrupted.

4. While you will likely develop some "personal favorites" among the students, it is very important to show impartiality and equality to all students. Students' feelings can be easily hurt if they sense others are receiving preferential attention.
5. Be positive and enthusiastic. One of the most important functions a volunteer can play is to provide positive reinforcement to students and encourage them to do their best. Students look forward to, and appreciate, positive and enthusiastic volunteers, especially those students who may not receive much of this outside the school setting.
6. Be patient with student learning. Students learn at different rates. Some students may catch onto something quickly. Others may require more time.
7. Be patient with students. That is, as a student is trying to learn something (solve a problem, read a sentence, etc.), allow the student some time. It can be helpful to offer positive and encouraging guidance, but do not apply undue pressure.
8. Try to learn each student's name.
9. Listen carefully when students communicate with you.
10. If you hear something from, or observe something about the student that causes you concern, pass this information on to the student's teacher privately.
11. If you think a student seems to be responding to a certain activity either very well or very poorly, or if you notice an improvement or reversal in a student's progress over time, pass this information on to the teacher. This information will help the teacher formulate the most appropriate lesson plans for this student.
12. While one of your responsibilities as a volunteer may be to help students with their work, it is important not to do their work for them.
13. Be sure to follow the teacher's assignments and lesson plans. Do not attempt to create your own work for students without permission from the teacher.
14. If you experience a discipline problem with a student, report it to the teacher at the first available and appropriate opportunity.

I HAVE READ THE ABOVE GUIDELINES, UNDERSTAND THEM, AND AGREE TO ABIDE BY THEM AS A PARENT/GUARDIAN VOLUNTEER.

VOLUNTEER SIGNATURE: _____ DATE: _____

STUDENT NAME: _____ TEACHER: _____

PRINCIPAL SIGNATURE: _____ DATE: _____

**** Volunteers may be subject to criminal background checks.***

VOLUNTEER AUTHORIZATION FORM

Dear Volunteer:

Carterville Unit #5 appreciates your interest in volunteer work in our District. Volunteers are welcome, appreciated, and provide a valuable service to our students and staff. To insure the safety of our schools and students, the following questionnaire must be completed and administrative approval given prior to beginning volunteer work.

Name: _____ Occupation: _____

Address: _____

Phone: _____

Do you have children in the District? Yes No

If yes, what grade level? _____

What experience have you had that would be valuable to your volunteer work?

Type of volunteer work you are requesting: _____

Grade: _____

Date you would like to begin _____

Days and time of volunteer work _____

Have you volunteered in this district before? Yes No

If yes, with whom? _____

Please provide names and phone number of three references:

** Volunteers may be subject to criminal background checks prior to approval.*

Approved

Denied Reason for Denial: _____

Principal Signature: _____ Date: _____