Volunteer Guidelines for Monitor, Recess and Server:

1. Please report to and sign in at the school office before proceeding to volunteer duty. A volunteer name badge or sticker should be worn. Stickers are available at the sign in desk.

2. A current Safe Schools background check is mandatory.

3. Please refrain from discussing any incidences or information that may occur during a volunteer shift. For example, if a student gets hurt at recess, it will be the school's responsibility to notify the parent. Confidentiality is essential!

4. Please kindly refrain from cell phone usage during supervision duties.

5. Volunteers are not permitted to eat with child/children.

6. If you witness a problem with a child's behavior, please report it to the faculty member on duty. It is the faculty member's responsibility to discuss any problems with the student.

7. If a student needs to go to the nurse, please inform teacher on duty.

8. In order to keep our school safe and secure at all times, please DO NOT let any person in any door during school hours. NO EXCEPTIONS!

If you are unable to make your shift, please edit your spot on SignUp.com. Please DO NOT call Mrs. Ready in the main office.