

# Rising Sun Elementary

*A Community School~Because Every Child Deserves Every Chance*

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*No act of kindness, no matter how small, is ever wasted. - Aesop*



## 2017-2018 Volunteer Guidelines

### Schedules and signing in:

- Communicate with the classroom teacher to set up a volunteer schedule. This could be a weekly, monthly, or as needed schedule. You and the teacher can determine the day(s) and times you will be volunteering.
- Volunteering should be limited to no more than **two days a week** in order to give other volunteers ample time to work with the students/class as well.
- Upon arrival at the school, please use the main entrance to the building and sign in at the front desk. You will need to sign in, get a visitor's sticker, and log your hours in the volunteer binder. **You must sign your name in the visitor's log and record your hours in the volunteer binder.**
- Visitor stickers must be worn at all times and must be placed in a highly visible place, above the waist.
- If you are going to be late or are unable to attend a scheduled volunteer time, please communicate this to the classroom teacher. Teachers can be reached prior to school (8:20-8:50 a.m.) by phone or e-mail. If a problem arises after 8:50 a.m., please call the office to let them know so they can alert the teacher.

### Cell phones, pictures, and social media:

- Cell phones must be powered off or put on silent upon entering the building so that instruction is not interrupted.
- If you need to make or accept a call during your volunteering time, we ask that you excuse yourself from the room and take the call in a private location. You may need to step out of the building so as not to interrupt the instruction taking place in the classrooms. We do not permit phone calls to be made/answered in the hallway or classroom as this disrupts instruction.
- Please do not send text messages, check social media, etc. during volunteer time as this can also be distracting to the students and teachers.
- Please refrain from taking photographs of students or photos that may contain students other than your own children. Several of our families have made requests that their child not be photographed and in an effort to respect the privacy of our students, we are asking that no photographs be taken.
- We also ask that you refrain from posting comments, photos, or information about the school, teachers, or students on social media while volunteering. Again, this is in an effort to respect the privacy of our students, teachers, and families.

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## Responsibilities/Activities

- We ask that you remain with the teacher / class that you are working with.
- Non-instructional activities may include:
  - Preparing materials (cutting lamination, sorting papers, preparing bulletin boards, etc.)
  - Filing materials (not student work)
  - Assisting in the cafeteria or the media center
- Instructional activities may include:
  - Working with a small group of students
  - Working with students individually
  - Supervising students in centers activities
  - Providing reinforcement of skills to small groups or individual students

## Copier Access

- Please only use the copy room that has the vending machines. The other areas in the building with copiers are for staff use only due to confidentiality reasons.

## Lunches

- If you would like to have lunch with your student on the same day you are volunteering please return to the main office to let the office staff know that this is your intention.
- If the teacher you are working with has an earlier lunch time than your student we ask that you volunteer in the cafeteria until such time that your student arrives for lunch. Please do not wait in the main office as there are oftentimes sensitive phone calls and conversations that take place.
- Please do not take lunch in the teachers' lounge. Again, there are often confidential conversations that take place. We encourage you to take lunch **off site** or **with your child** if it is your intention to volunteer for a full day.
- Lunch should be brought with you. Please do not order lunch and have it delivered to the main office. Our office staff is very busy and having lunches delivered to the office can cause confusion as we have to track down the person who ordered, find the money, etc. We thank you in advance for your consideration in this matter.

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We ask that you read these guidelines carefully to ensure you fully understand the expectations for volunteers. We greatly appreciate your willingness to work with our students and staff and we appreciate your understanding and willingness to adhere to our guidelines.



Once you have read and understand the guidelines, please sign below and return this portion to the main office

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I have read and understand the volunteer guidelines outlined in this packet . I understand that as a volunteer I am expected to adhere to these guidelines. I also understand that if I choose not to follow the volunteers guidelines, I may lose my right to volunteer at Rising Sun Elementary School.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date