

EFFECTIVE WAYS TO WORK WITH CHILDREN

- ❖ Be warm and friendly. Show interest in what the children are learning.
- ❖ Encourage children to do their own thinking.
- ❖ Use positive comments.
- ❖ Respect a child's privacy. If a child or teacher reveals personal information, **it is CONFIDENTIAL**. If you suspect a student has a problem, share that information **ONLY** with the classroom teacher.
- ❖ Maintain a sense of humor.
- ❖ Accept each child. Volunteers are not responsible for judging a child's abilities, progress, or behavior.
- ❖ Be consistent with teachers' rules for classroom behavior, schedule, and atmosphere.
- ❖ You are there to assist all children within the classroom, not just your own.
- ❖ Ask for help if you do not know how to handle a problem.
- ❖ Always remember that you are appreciated! The time you give to the school is valuable.

The Staff at Virden Elementary would like to thank everyone who takes time out of their busy day to help make this school a wonderful place for children to learn!



VIRDEN ELEMENTARY VOLUNTEER GUIDELINES

On behalf of the students and staff at Virden Elementary, I would like to welcome you and thank you for sharing your time and talent with us! By volunteering in your child's classroom, you play an important role. Everyone benefits from the work you do. We hope that you, as a volunteer, also benefit with a special smile or thank you to let you know you are appreciated.

Individual teachers may have specific activities for volunteers. These may include:

- ✓ Field trip chaperones
- ✓ Preparing/copying classroom papers
- ✓ Bulletin board preparation
- ✓ Individual review with specific students
- ✓ Math/Sight word practice
- ✓ Party room parent
- ✓ Reading practice with individual students or small groups
- ✓ PTO activities such as Fall Festival, Fun Day, Holiday program, Art Outreach

Along with the privilege of volunteering come certain responsibilities and expectations. As a volunteer, you will be expected to uphold the high level of confidentiality that is associated with working in a school setting. If you plan on volunteering in any way this year, please look over the volunteer information. We look forward to working with you this year and appreciate any support you are able to provide.

GUIDELINES AND RESPONSIBILITIES

- Sign in/out at the office to receive/return your volunteer badge, which should be worn within the building
- **Complete and return the Volunteer Application (front side only). This must be turned in before you can volunteer in the school and/or attend any field trips/activities.**
- Dress appropriately for a school setting
- Be punctual and reliable. Notify the classroom teacher if there is a change of plans.
- Set up a time with the teacher before coming. Please do not just “show up” as materials/activities must be planned in advance
- Remain with your task and do not wander the building.
- Be a positive role model. Set a good example for the students.
- Put cell phones on silent.
- No other children may be brought with you to volunteer.
- Never make negative comments to/about a student.

CONFIDENTIALITY

Volunteers must respect both the teachers’ and students’ right to privacy. Information about student academic ability, emotional maturity, and behavior is often acquired while working within a classroom. Volunteers should **NEVER DISCUSS** an individual student with anyone other than the classroom teacher. The individuality of each student must be respected. In addition, occasionally volunteers may come across private information meant only to be shared with staff members. This information must be held in confidence. **At no time should any information be shared with other parents and/or posted on Facebook.**

TEACHER CONFERENCE TIME

If you need to speak with a teacher about your child, schedule a mutually agreeable time outside of class time. Important conversations deserve preparation and dedicated time. At no time should a volunteer go to any classroom and ask to speak to their child and/or child’s teacher during the class day. This is disruptive to all within that classroom.

WORKROOM

Within the workroom are the copy machine, laminator, paper cutters, die cutters, and paper supplies. Before using any of the equipment, you must be trained. Ask either the classroom teacher or an office worker for help. Some supplies are kept in the storage room. **No one** may enter the room to get supplies. An office worker will get items from there if needed.

EMERGENCIES

In the event of an emergency, the safety of the children is our major responsibility. All volunteers must follow the direction of the classroom teacher. Stay with the class and follow the directions also. Students and staff have been trained on emergency procedures.



