

# Volunteer Guidelines

Emmett School District #221  
Craig Woods, Superintendent

## Becoming a School Volunteer

Thanks for considering working as a volunteer in our schools and programs. Your participation as a volunteer enhances the educational opportunities for all of our students.

### Your participation as a volunteer helps to:

- provide more individual attention and instruction to students
- help students gain a positive self-concept
- increase the students' interest in learning
- provide reinforcement for learning that occurs in the classroom
- help the students feel that learning can be fun
- overcome areas of weakness in learning and provide extra practice opportunities for students
- relieve teachers of non-professional tasks
- provide added enrichment to the curriculum
- stimulate interest and support for the education system
- strengthen school-community relations

## Volunteer Opportunities

Below is a partial listing of available volunteer opportunities at most schools. All volunteers must complete a registration form before volunteering and forms are available in all the schools.

We reserve the right to limit the amount of time a volunteer is to be in the school/classroom. As outlined in Policy 1003 - Volunteers, Principals, working through specific classroom teachers, will oversee scheduling of appropriate times for patrons to be involved in volunteer activities.

### **Instructional Volunteers**

These volunteers provide direct services to five or fewer students on a regular basis. Typically, tutors and mentors are in this category.

#### **Tutor**

A tutor may work one-on-one with a student or with small groups of students who may need to reinforce basic skills in an academic subject. Placements are made with students from kindergarten through high school and with students in vocational/career/technical schools.

#### **ESL – Teaching English for Speakers of Other Languages**

ESL tutors help non-English-speaking students increase their skills in understanding, speaking, reading and writing English. Volunteers do not need to speak the students' native languages.

### **Support Service Volunteers**

These volunteers provide assistance to school personnel on a regular basis. Classroom and clerical helpers are in this category.

#### **Classroom Helpers**

Volunteers work closely with classroom teachers and staff assisting in various projects, keeping records, preparing instructional materials, and interacting with students. Duties in elementary schools may include preparing bulletin boards, working on special projects, operating audiovisual equipment, performing clerical duties, making instructional materials, reviewing homework, and assisting with testing.

#### **Media Center/Library Assistant**

Volunteers in the school library/media center help fill teacher and student requests for services. They may also work at the circulation desk, catalogue and shelve books, use a computer, mend books, and operate audiovisual equipment.

#### **Computer Helpers**

Computer helpers share their computer skills and knowledge of hardware and software. Volunteers assist students and/or school staff in classrooms or administrative offices.

***Volunteers using computers must be given a copy of the district's computer usage policy (Policy 698-Computer & Network Service: Acceptable Internet Use Policy).***

#### **Activities Volunteers**

Activities volunteers lend a hand to support school extracurricular clubs, groups, and events. Areas of involvement for activities volunteers include: participating in organizations such as PTA/PTOs, booster clubs, and assisting with sports, music or drama programs. ***Any volunteer scheduled to participate on an overnight excursion must be fingerprinted (Idaho Code 33-130).***

#### **Off-Site Volunteering**

Not all volunteer activities take place on the school grounds or during school hours. At-home volunteer projects could include creating newsletters or phone recruiting of other volunteers.

#### **Secondary Volunteer Coaches**

Volunteer coaches at the secondary level are appointed by the school's Athletic Director to a volunteer coaching position. ***All volunteer coaches must be fingerprinted prior to coaching.***

# School Volunteer Guidelines

- Volunteers will work within guidelines established by the school administration and will work under the direction and supervision of teachers and school staff.
- Volunteers who will have unsupervised contact (not under the direct supervision of a school district employee and who may be alone with a student) with students must meet the conditions of Idaho Code regarding fingerprinting and background checks (Idaho code 33-130). This includes but is not limited to chaperones on overnight excursions such as band, drama, or debate trips.
- Volunteers may not supervise a class during a teacher's absence.
- Volunteers may not bring children who are not registered in the school when they tutor, mentor, and assist in the classroom, media center, office, cafeteria, clinic, or health screenings.
- Volunteers may not contact students or parents in any official capacity outside of the school setting.
- Volunteers may not enter into games with students on the playground except as directed by the administration.

## **Drug-Free Workplace**

Emmett School District #221 is a Drug-Free Workplace. Volunteers shall not have consumed alcoholic beverages or taken illegal drugs when working at a school.

## **Smoking**

Smoking is prohibited on all school property.

## **Dress Code**

Volunteers need to follow school guidelines for student dress code. Dress comfortably, but remember that you are a role model for our students.

## **Phone Use**

Please do not use cell phones while volunteering in the classroom or other locations when students are present. However, if you need to, phone calls and texting should be limited to hallways, the office, or outside. To protect students, please do not take any or post any pictures of students taking while volunteering.

## **Attendance**

Reliability is expected because teachers and the school staff plan for volunteer assistance. If you need to be absent, call the school as soon as possible and ask that the teacher or your supervisor is told of your future absence.

## **Blood**

The general public has been made aware of blood-transmitted diseases. If there is blood on a student, immediately contact a staff member.

**REMEMBER—Follow all safety rules of the school in which you are working. If an accident occurs, immediately contact a staff member. Never move a child involved in an accident. A member of the school staff will initiate proper procedures for accidents.**

### **Confidentiality**

By School Board policy and Federal Law, you must keep information you learn about students between yourself and your assigned supervisor. A misplaced comment can be devastating to a student, a family, and the volunteer program. Do not contact parents regarding performance or behavior of any students. If you have questions or concerns, talk with the principal or building administration. Volunteers who breach confidentiality will be asked to not return.

### **Reporting Suspected Child Abuse and Neglect**

“According to Idaho Code 16-1619 **any person, including school personnel**, having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or to the Department of Health and Welfare (Policy 403.72)”. Volunteers must also inform the principal that a report will be made and often the principal can help the volunteer make the necessary contact to the appropriate persons.

### **Student Discipline**

As with employees, volunteers should not touch students in an aggressive, disciplinary or sexual nature. It is the teacher’s responsibility to discipline the students. Volunteers may only assist teachers and may not have sole responsibility for supervision of students.

## **Tips for Volunteers**

### **What to do if....**

#### **Student Injury**

No matter how minor the injury is, you should immediately notify the teacher or a staff member. Do not attempt to administer any type of aid.

#### **A Student Becomes Ill**

If a student complains of not feeling well, you should notify the teacher or a staff member immediately. You should never administer any form of medicine to the student.

#### **You are asked to take the Class Alone**

Because you are not a paid school employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

#### **Someone Asks to See a Student:**

If any person asks to speak to or take a student, you must direct that individual to the teacher or administrator. Under no circumstances should you grant such a request.

### **A Problem Arises With Your Supervisor**

If you should encounter any type of problem with your role, please discuss it with the principal.

### **Someone Asks You How a Student is Doing**

As it becomes known that you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress, you should say, "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

### **There is an emergency**

In case of an emergency or when you have concerns for student safety, please report it immediately to a school staff member.

### **You need help**

If you need more instructions in order to perform a task, just ask. Establish a method of communication with the teacher, either written or verbal. If you want to change your assignment, tell the teacher.

### **Enjoy the students**

Be yourself! Accept students in terms of their background, values, manners, and vocabulary as theirs may be different from yours. By giving of yourself, by sharing time, by caring...you are making a difference!

### **Thank You!**

**Always remember that you are appreciated! Sometimes the staff members get caught up in the tasks of the day and may forget to say —Thanks! We value the time you give to schools.**

Everyday,  
An old man walked the beach with a pail,  
picking up starfish that had been washed in by the tide,  
and throwing them back into the sea.  
One day a young boy stopped the old man and asked,  
"Why do you throw the starfish back? It doesn't matter.  
They will only wash upon the shore again tomorrow."  
The old man picked a starfish out of his pail  
threw it as far as he could into the sea,  
and replied... "It mattered to this one."