

# **JCSD VOLUNTEER INFORMATION & GUIDELINES**

## **PURPOSE**

Volunteer opportunities exist in the classrooms, library, lunch room, art studio, office, special events and more! Volunteers make a valuable contribution by:

- Supplementing and enriching the educational program
- Offering help to individual students
- Relieving teachers and staff of non-teaching tasks
- Preparing instructional materials
- Assisting the school community with events and special programs

## **REQUIREMENTS**

A good volunteer:

- Is dependable, reliable, friendly and flexible
- Likes children and has the desire and time to help
- May have special talents that enrich the school programs or simply the willingness to be helpful wherever needed

## **PROCEDURES:**

Every time you volunteer at the school, please:

- Sign in at the office
- Obtain a volunteer badge and wear it
- Record your volunteer hours in the Parent Involvement Point Handbook located in the office to ensure credit of time volunteered

When you volunteer, please:

- Be prompt. The children benefit from your help on a regular basis
- If you are unable to help when scheduled, please contact the teacher as soon as possible. **THEY DEPEND ON YOU!**
- Turn off ringer on your cell phone
- Dress appropriately

## **CONFIDENTIALITY**

Information about every child is CONFIDENTIAL. All conversations with teachers and staff, behavior, etc. must remain within the classroom. Give each child the same respect you would want show to your child by others.

## **CLASSROOM GUIDELINES**

Be sure you understand what the teacher needs you to do. If needed, please ask for clarification.

If you encounter situations of which the teacher should be aware, please discuss them with the teacher or leave a note. Your feedback is important.

When working with children, remember these important guidelines:

- Use a quiet and controlled voice that will encourage them and help them feel confident
- Avoid comparing children and their work
- State directions in a positive tone and form
- Be sure a child understands what you are saying
- Reward good behavior with a smile or compliment
- In small groups, offer each child a chance to participate. Quiet children are sometimes overlooked.
- Try to be consistent in helping all children
- Let children try to do as much as possible without your help. Children learn by doing.
- Respect each child's differences and personalities.

Remember that you are an example of appropriate behavior such as sharing, not talking when someone else is speaking, showing respect, talking quietly and taking turns.

Do not be afraid to make mistakes. We all do. Admit them and move on. Life is a learning process.

**THANK YOU FOR VOLUNTEERING!  
YOUR PARTICIPATION IS VITAL!**