

## ***Volunteer Guidelines/Policy***

### **Mission Statement**

School volunteer programs succeed when teachers and volunteers form an effective, cooperative education team and function as co-workers.

### **Goals of Volunteer Program**

- To increase the quality of education that our students receive.
- To increase the base of volunteers, to include community and business members, retired teachers, and those with special skills to enrich and broaden the experiences of students.
- To provide needed extra help to assist staff members and teachers in providing a superior education, and to stimulate community support for our students.
- To regularly recognize volunteers in a fashion that never leaves those with any doubt that volunteers do make a difference.

***Confidentiality:*** One of the most important considerations of a school-based volunteer program is the preservation of confidentiality.

As a matter of professional ethics, volunteers are expected not to discuss information concerning individual students with any other people. When dealing with our youthful student population, you will undoubtedly overhear, witness, or participate in seemingly unusual, amusing, or confusing incidents. You may be tempted to discuss these experiences with others—please don't.

As volunteers, you will not have access to information, which may help clarify a particular incident. School and/or student-based activities can be easily taken out of context, be misinterpreted or misunderstood. By sharing your experiences with others you may inadvertently compromise the privacy of our students. Accordingly, please do not discuss student information acquired during your service to the District with others.

***Punctuality:*** Volunteers should arrive on time for any activity. The school day and class periods are set for specific times to allow the schedule to run smoothly.

***Dependability:*** Teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day or time, it is extremely important that you contact Jonesboro School at (618)833-5148 so that other arrangements can be made.

### **Volunteer Information**

***Discipline:*** The school and each classroom have an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the teacher or other supervision school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help.

***Emergency Drills:*** If you are present during a drill, follow the lead of the nearest faculty or staff member.

***Field Trips:*** While many volunteer opportunities are available at Jonesboro School, serving as a chaperone is one of the most popular. When volunteering time as a field trip chaperone for the district, the following guidelines apply.

Chaperones must: 1) Sign in and out at the school office, 2) Wear the volunteer badge provided by the

5) maintain contact with all students in the assigned group, 6) Report students not following rules to the teacher in charge, 7) See that students under your charge are obeying the rules. These rules should be enforced consistently, and 8) Contact the teacher immediately if any problems arise with a student.

Only individuals that have been designated by the district as approved volunteers are permitted to chaperone or accompany a class on a field trip. The volunteer's undivided attention is needed when serving as a chaperone, thus we recommend that chaperones attend the trip unaccompanied by other children.

**All volunteers work under supervised conditions only:** When working in the building, please adhere to the volunteer schedule and try to keep your role as a volunteer and a parent separate. If your child has a problem, let your child work out the problem with others and the teacher, through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional time.

**Respect for Authority:** A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the Principal's attention privately at an appropriate time.

**Criminal Background Check:** At the discretion of Jonesboro School Principals or Superintendent, a Criminal Background Check may be conducted through the Regional Office of Education (or similar State Agency) on any volunteer working with Jonesboro students. The school district will pay for the cost of the Criminal Background Check up to a total of 10 classroom volunteers per school year.

**Tobacco Products, Drugs and Alcohol:** Volunteers are prohibited from using or being under the influence of tobacco products, drugs, or alcohol.

**Bloodborne Pathogens:** Jonesboro staff members are trained in handling injuries to students and spills involving hazardous or infectious substances throughout the school day. Please notify them immediately if there is an incident. They will make sure that they are following correct protocol in cleaning up the spill or otherwise addressing the situations.

**Cell Phone Use:** Please refrain from using cell phones while volunteering and in the presence of the children.

**Identification Badges:** Volunteers must wear a temporary name tag using an appropriate title (i.e. Mr., Mrs., and Ms.). These will be available at the sign-in area in the main office. All volunteers must sign-in and out each day they are at the school.

**Entrances & Exits:** Doors are locked for the safety of all students and staff; please do not prop/block doors open. Always enter the building through the main office entrance.

**Objectivity/Impartiality:** A volunteer shall not let his/her personal feelings enter into his or her work as a volunteer. A volunteer shall favor no one side or party more than another in all school situations.

**Appearance:** A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students. School guidelines for modesty, cleanliness, and no fads apply to all volunteers and school staff.

**Volunteer Responsibilities:** Volunteers play a key role in the classroom and other school-related activities. Therefore, dependability and promptness are essential. Except in an emergency volunteers are requested to give at least 24 hour notice if they are unable to fulfill their responsibilities. Teachers and other staff will do the same, should their volunteer requirements change.

Volunteers shall exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. Volunteers should discuss any concerns directly and exclusively with the supervising teacher/staff.

Volunteers should be willing to perform a wide range of assigned tasks. This includes activities such as copying, cutting, sorting, collating, shelving books, laminating, putting up or taking down bulletin boards, and working directly with students. Other areas of volunteer use could be reading stories to students, assisting with fundraisers, assisting in the computer lab, libraries, mentoring/tutoring, and serving on the school's advisory councils. Each of these activities makes a contribution to the school. All are valuable to teachers, staff, and students.

Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher/staff so that children are dealt with consistently and fundamental concepts are followed. Volunteers should make outside arrangements for child care of non-school age children instead of bringing them to school during volunteer time.

### **Teachers and Jonesboro Staff**

In all activities, the volunteer is an extension of the Jonesboro professional staff. Be aware of each student's right to privacy and to ensure confidentiality, share only necessary information.

Faculty and administration will determine how to most effectively use volunteers. In some cases a decision may be made to use volunteers in classrooms other than that of a volunteer's child.

Teachers will provide written and/or oral directions for activities they want volunteers to execute. If a volunteer doesn't understand the activity assigned, he/she should ask for a demonstration and/or clarification at an appropriate break.

Under no circumstances should ongoing instruction be interrupted. Time on task is another prerequisite for quality academic performance in a school. One interruption can cause a loss of up to 15 minutes of quality thinking time if you consider the time it takes to build up to a teachable moment.

### **Discontinuation of Services**

Although Jonesboro School is not limited to the reasons below, a volunteer can be asked to discontinue their services for the following:

- Breach of confidentiality

- Sexual misconduct

- Unlawful conduct or violation of Jonesboro School's rules, policies, and regulations

- Physical or emotional stress which incapacitates the volunteer

- Inability to cooperate and work effectively with school staff and students

- Erratic or unreliable attendance or behavior

- Criminal charges or criminal conviction

- Establishing inappropriate relations with any student

***Jonesboro Community Consolidated School District 43  
309 Cook Avenue  
Jonesboro, Illinois 62952***



Thank you for expressing an interest in volunteering at Jonesboro School. Students, teachers, staff, parents, and the community benefit from the work of individuals like you who freely share their talents, time and resources. We also know that as a volunteer, you too will be rewarded. One hour, one day a week, one day on a special project or a field trip-your efforts make a difference for students.

Please be sure to carefully read the Volunteer Information and Guidelines included with this packet. These guidelines have been established for the safety of both students and volunteers. Upon completion, simply fill out the attached form and submit it to the Principals' Office for processing.

***Volunteer Process***

Jonesboro School welcomes volunteers but we need to know who is in the building while school is in session. For the safety of our students, a completed Volunteer Form must be submitted to and approved by the Principals' Office prior to volunteering.

For the safety of our students, all prospective volunteers may be subject to a background check. In most cases, background checks will not be required for activities such as Grandparents' Day, Class Parties, Fall Festival, Book Fair, PTO Events, and other similar activities.

Background checks will be required on all prospective volunteers who will be working with a student or a group of students for an extended period of time during a school day or for several days throughout the school year. The school district will pay for the cost of these background checks up to a total of 10 classroom volunteers per school year.

It is at the building Principal's discretion whether a background check is or is not required for a prospective volunteer.

After you have received volunteer approval you will remain on the approved status list until you ask to have your name removed. We do ask that you complete and submit to the Principals' Office the Volunteer Sign-Up Sheet each year.

Once your application has been processed and your volunteer status is determined, the building Principal will notify you of your status via a letter. This process may take approximately four to six weeks.

If you do not receive feedback regarding your volunteer status within six weeks of submitting your paperwork, please contact the building Principal at 833-5148.

### ***Volunteer Procedures***

Always report to the main office first to sign in and get a visitor pass.

Wear identification badge provided by the school while participating in volunteer activities. Upon departure, make a final stop in the main office to sign out and return the visitor badge. Adhere to the Jonesboro School District 43 volunteer guidelines.

Jonesboro Community Consolidated School District 43 Volunteer Sign-Up Sheet  
(Please return this sheet to the Principals' Office.)

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Phone# (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail \_\_\_\_\_

Address: \_\_\_\_\_

Have you ever been convicted of a crime, misdemeanor and/or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain: \_\_\_\_\_.

Do you have any medical conditions that we should be aware of while you are working as a volunteer in the school district? \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain:

Provide the following information for any children or grandchildren that are attending school at Jonesboro.

- Students' Name :
- Grade :
- Teacher :

*I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Jonesboro School District 43. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that Administrative approval must be granted prior to participating in volunteer services.*

Signature: \_\_\_\_\_ Date:

**For Office Use Only:**  
**Date Application Received:**

Name:

Yes, I am interest in helping with the following volunteer activities:

Fall Festival	Book Fair
Booster Club Activities	Box tops for Education Labels
Campbell Soup Labels	Classroom Helper
Club Activities	Concession Stand/Admissions Table
Copier	Eighth Grade Class Events
Family Nights	Field Trips
Mentor Program	Tutoring
Teacher Appreciation Week	PTO Sponsored Events
Library	Book Fair
On Call Volunteer	Laminating
Other (specify)	

***Thank You! Thank You! Thank You!***

It is only because of the volunteer efforts by so many people that we are able to provide opportunities and events for our students.

If at any time you have any questions, please call:

Tom Stark, Principal

Terry Moreland, Interim Superintendent

Phone: 833-5148

***\*Please return the completed form to the school office. If you do not receive feedback regarding your volunteer status within six weeks of submitting your paperwork, please contact the building principal at 833-5148***