

*“Volunteers are just ordinary people with extraordinary hearts”*

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The Trinity Oaks Elementary School volunteer program is an integral part of our total instructional program. Volunteers assist in many activities such as (but not limited to):

* Field trips
* Classroom projects and events
* Field day
* Media center – checking out/shelving books
* Front office
* Lunch room
* Making copies and preparing materials

Important Reminders:

* The district requires all volunteers to register annually. Registration begins July 1st and approval is valid until June 30th.
* District approval is needed for ALL volunteers.
* All volunteers must sign in using the volunteer computer in the front office.
* Volunteer hours are the same as the school hours, 9:40-3:40.

District Volunteer Policies:

1. Volunteers should follow the school dress code. (please see attached form)
2. Volunteers are not permitted to bring non school age children with them when volunteering.
3. Cell phone use is prohibited. Please have cell phones on vibrate while on campus. If a phone call must be taken please remove yourself from volunteering and out of earshot of staff and students.
4. Please refrain from inappropriate conversation while volunteering. Be respectful of the learning zone and keep conversations at a whisper.
5. Learn the school emergency procedures and policies.
6. Volunteers should report suspected abuse. If a volunteer thinks that a child is or has been placed in danger, that information should be reported immediately to the teacher or school administrator.
7. Student confidentiality is MOST important. (please see attached form)
8. Volunteering is supportive in nature. Volunteers are not to supervise students in place of the teacher. When working with individual students, volunteers are not allowed to “teach” but may assist in reinforcing what the student has already been taught.

Volunteer status should not be used as a means to circumvent school policies and procedures. Volunteers who do not follow school policies and procedures will be asked not to volunteer. Administration has final say on continued service.

Thank you for making a difference in the lives of the children of Trinity Oaks Elementary School!

Student Confidentiality

Volunteers may come in contact with student information in the course of their duties. Volunteers shall be advised that they are required to maintain strict confidentiality with all school or classroom information with which they come into contact. A misplaced comment can be devastating to a student, the family and the volunteer program.

1. Student confidentiality must be respected. A student’s work achievement record or any other information of a personal nature should only be discussed with the child’s teacher, administrator or volunteer coordinator. Please do not discuss this information with other parents or staff.
2. Volunteers may not have access to the student information system or cumulative records.
3. Volunteers may not grade assignments that result in a grade for the student or are considered a formal assessment of the student’s achievement or ability.
4. Please refrain from interjecting yourself into a situation in which you may personally know the student/family. Personal relationship does not take the place of volunteer status.
5. Please remove yourself from the area if during the course of volunteering a confidential school/student conversation, amongst staff, arises.
6. A personal relationship/friendship with staff does not negate district volunteer policy.

Volunteer Dress Code

The school’s administration shall determine the appropriateness of dress and appearance and will make the decision whether a volunteer’s appearance meets school and community standards. The administration’s decision on the appropriateness of dress is final.

* Sexually explicit, see-through and tight spandex clothing are not appropriate for school.
* Clothing that is offensive may not be worn. It cannot contain derogatory/harassing remarks or have implicit pictures or language. Clothing cannot identify volunteers with antisocial groups, advertise tobacco, alcohol or drugs.
* All shorts and/or skirts must be no shorter then 4 inches above the knee.
* Tops must be long enough to clearly overlap the pant line or stay tucked in during the course of normal movement.
* Pants will be worn securely so that abdominal skin or underwear is not exposed.
* The neckline of a shirt cannot dip below a line formed between the right and left armpit.
* Muscle shirts, tank tops, spaghetti straps, bikini tops, strapless and/or halter tops are not permitted. Shirts must “cup” over the shoulder.
* Pajamas or other costume type attire may only be worn on designated dress-up days.
* Shoes must be worn for foot protection and hygienic reasons.
* Sunglasses may be worn outside or in common areas but must be put away in the classroom.
* Jewelry may be worn in a way that does not present a safety or health hazard and does not cause disruption to the educational process.