



It's important to maintain confidentiality in a school community. What you hear or observe about students and staff while volunteering must be kept confidential. Even seemingly harmless comments repeated to others can lead to misunderstanding and harm to students, staff, families, or the school's reputation.

To keep our building a safe and secure place for students to learn and grow, parents working within our school must be willing to show respect for the community by honoring our request for keeping information regarding students, families, and teachers strictly confidential.

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- I understand that my services are being offered on a voluntary basis without anticipation of financial compensation.
  - What I hear or observe about students, families, or staff while volunteering at LCMCS will remain confidential; meaning that I will not repeat what I hear or observe to others outside of school staff.
  - While performing volunteer services at LCMCS, I am bound by laws and policies which protect the privacy of student information I am given access to. I agree to keep this information in the strictest confidence and that failure to do so may result in my being denied the opportunity to volunteer in the school.

Printed Name: \_\_\_\_\_

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

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

## VOLUNTEERING NOTES IN GENERAL

If you are in the school during student hours, and a student is having problems, please report this to the classroom teacher or Director of Education so that he/she can take care of the problem. Please do not assume this responsibility yourself.

You may be asked to assist the school in various ways. We want you to feel comfortable in the situation in which you are volunteering. If you find yourself in a situation in which you feel uncomfortable, please let the teacher or the administration know. We can help remedy the problem or alleviate the situation. We want this to be a positive experience for both you and the students here at LCMCS.

## GENERAL VOLUNTEER GUIDELINES

### Tips for Working Directly With or Around Students

- Be yourself. It will take time and patience for everyone to feel comfortable.
- Call the students by name. Ask the teachers what they prefer the student call you.
- Make certain the student knows your name.
- A few minutes of casual conversation is a good way to begin with a student.
- Maintain eye contact with the student, but don't insist on eye contact from the student.
- Be enthusiastic about what you are doing. Your interest in the activity will be conveyed to the student.
- Be a good listener. Students may share ideas about their home or school problems. Listen. Remain neutral, refrain from advising. ***Maintain confidentiality.***

### Tips for Becoming Part of the School Team

- Follow directions given to you by the classroom teacher or other staff member. DO NOT make changes in directions unless permission is given.
- Respect the confidentiality of school records, student work, and student behavior.
- Refer all discipline problems to the teacher.
- Feel free to ask questions about your responsibilities. If possible, ask questions before or after classes are done. Questions asked during a class interrupt the teachers' instructional time.
- Offer suggestions about improving or enhancing the volunteer program to the Volunteer Coordinator. Help the school to evaluate the volunteer program.
- Be flexible. The amount of time needed for the volunteer program varies.
- Be reliable. Stop at the office to sign in before going to the classroom. Advise the school as soon as possible when you will be delayed or unable to help on a given day.
- Be punctual. Most work at school involves other people and so is conducted on a schedule, which necessitate timeliness. Arrive at the time agreed upon and depart just as promptly.
- Be a model for the students and dress appropriately.

## A VOLUNTEER'S CODE OF ETHICS

- Respect the confidentiality of the teacher and the students, and refrain from discussing them outside the school setting.
- Practice tolerance and understanding towards the children and teachers with whom you come in contact.
- Be dependable. Follow through on tasks by attending at the times and dates arranged. Inform school of your absence as far in advance as possible.
- Read and sign a statement of confidentiality, included in this package.

## VOLUNTEER PROCEDURES

1. Please **park** in the school parking lot. If there is a school event, please park in the lower parking lot to allow more parking for event guests.
2. All volunteers are expected to **use the front entrance, check in at the front desk, and sign in and sign out.**
3. **Work routines** will be explained by the school staff with whom each volunteer works. School personnel will provide "on-the-job" training.
4. Please **respect the teacher's time and the learning process** by not using your time at school for an informal parent-teacher conference. Please make other arrangements to discuss your child's progress at another time.
5. Familiarize yourself with the **rules and routines** of school and the classroom. Relax, observe, and take the opportunity to get to know your environment and the school's routine. This will take some time and don't be afraid to ask if you have any questions.
6. As a volunteer, you are **NOT expected to be responsible for the actions of the children** or for the administration of discipline. If a child continues to be disruptive after one request for cooperation, seek assistance from the teacher. If you note some misbehavior, report the facts of it directly to the teacher or Director of Education.
7. **Be open and honest** in your communications to the staff and administration. If you feel that problems exist, help us to identify and resolve them by communicating with us. If you have questions or concerns, please discuss these with the staff member, and if necessary, with the volunteer coordinator or the school administration.
8. Please **make other arrangements for siblings.** Experience has shown that trying to divide your attention between the volunteer task at hand and keeping an eye on the little ones does disservice to both. Please do not ask school staff to mind your children for you.