

Volunteer Guidelines

CONFIDENTIALITY

As you work with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know. Discussions with parents/guardians should be referred to the teacher you are working with. An example response to a parent/guardian discussion would be, "I am a volunteer, and any questions or concerns should be discussed with the student's teacher." If you have concerns, please discuss them with the teacher, Panther Partners Coordinator, or principal.

SAFETY

If a student shares any information regarding abuse or you suspect abuse, please immediately notify their teacher. Do NOT engage in conversations with the student about specifics of the suspected abuse. Any situation that makes you uncomfortable, please talk to the teacher, principal or Panther Partner Coordinator.

Keep yourself and our students safe. Be sure when working with students that you are never alone in a room with the door closed. It is preferable when working with students that you are in a readily visible space (ie. Hallway, Media Center). In addition, avoid touching the students in any manner, including a pat on the shoulder, holding hands, etc.

DISCIPLINE

The responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.

DEPENDABILITY

Please be prompt and consistent! We know there are times when you will be ill, on vacation or unable to volunteer for one reason or another. However, please let the staff or Panther Partners Coordinator know as far in advance as possible. Remember, the teacher will be expecting you on the days you are scheduled to volunteer and so will the student.

Volunteer Information and Helpful Hints

VOLUNTEER CHECK-IN PROCEDURE

Each volunteer must sign in and out at the Welcome Desk each time they volunteer. We want to keep track of how many hours are volunteered in our school. For security reasons, and in case of emergency, it is important to know who is in the school and why. We also want to know who is volunteering - so we can express our gratitude!

VOLUNTEER NAME BADGES

You are asked to wear a volunteer name badge when you are in the school. Your name badge will enable the staff to recognize you as a registered volunteer and an important part of the school's education team. Your name badge can be picked up when you check-in. All volunteer badge's must be returned when you check out for the day.

LUNCH

If you will be at school over the lunch hour, you are welcome to have lunch at school. Lunch is served from 12:10-1:15. The cost for an adult lunch is \$3.15; student lunch is \$2.05. If you are interested in opening a prepaid lunch account, please see lunch attendant. Lunches must be eaten in the cafeteria.

PERSONAL BELONGINGS

The school has limited storage space. Please leave your purse and other such valuables locked in your trunk whenever possible. A coat rack will be provided for your coat, boots, and other belongings, but it is not a secured room. You may choose to carry your belongings into each classroom.

Cell Phones/Beepers: When volunteering, please be sure your cell phone/beeper is off or on silent mode. If you need to leave an emergency contact number, the school's phone number is 763-784-8551.

QUESTIONS/CONCERNS/COMMENTS

We want your volunteer time at Westwood Elementary to be an enjoyable experience. If for any reason the volunteer activity does not meet the expectations of the volunteer, student(s) or teacher, the assignment will be changed or discontinued. Volunteer concerns about expectations should be addressed to the teacher, if appropriate, or to the Panther Partners Coordinator. If you have any other questions or concerns, please contact the Panther Partners Coordinator Paula Lanoue, 763-784-8551.

Thanks for Volunteering!!!!