

VOLUNTEER AGREEMENT

Freeburg Community Consolidated School District #70

Freeburg School District #70 is dedicated to creating a strong partnership between parents, the community and the school. We believe that this collaboration is essential in providing quality education and meeting the needs of all students.

In keeping with this goal, we have developed an effective volunteer program. As a school volunteer you are one of our most important assets. Volunteers provide a variety of very valuable services. We appreciate your willingness to share your time and talents for the benefit of our students.

Teachers will ask for volunteers in their classrooms. Each teacher has a different way of using volunteers and a different idea of the ideal number of volunteers. **Each teacher will determine the number of volunteers, the times volunteers are needed, and how the volunteers will be utilized.** An application to volunteer must be submitted to the building principal for consideration. All volunteers will be given a criminal background check.

VOLUNTEER GUIDELINES

It is important that volunteers be aware of their function in relation to the total school program. Listed below are a few guidelines to help and assist you in working most effectively with the children and the school in your role as a volunteer.

Please be prompt and dependable. If you are unable to come, call the office at 539-3188.

Teachers depend on volunteers and plan their classroom work around the work that you do.

Please sign in and out of the office, noting the time you spend in the building. Signing in not only allows us to report these hours to the School Board, but it also lets us know who is in the building in case of an emergency.

Please maintain a professional attitude with regard to confidential information pertaining to a child or a classroom of children. **No children should be discussed outside the school situation.** It is very important to observe discretion in commenting on school matters, including performance of other volunteers, children, or school personnel. We must be able to count on you in this matter of professional integrity and confidentiality.

In all matters, the professional staff is the final authority. A volunteer does not replace the teacher, but offers much needed supplementary service to increase the teachers' effectiveness. Teachers should be prepared for you when you arrive, and most of the instructions for you can be written so that teaching time will not be interrupted. If the instructions are unclear, however, you should ask the teacher for clarification. If you need additional materials, ask for them. If you have concerns about your own child, please schedule a conference for a later time. A teacher will be glad to discuss your child at a scheduled time, but will not be able to do so during your volunteer time.

Please keep your voice low. Too many voices can be distracting. Hallway noise is also distracting if it becomes too loud.

Wear comfortable, neat, and appropriate clothing.

Please do not bring small children with you when volunteering.

When working with children, use positive reinforcement such as a smile. Think positive! Children will behave better and you and the teachers will feel better if you are upbeat!

Volunteer APPLICATION for Freeburg C.C.S.D. #70

I have read and understand the Volunteer Agreement/Guidelines for Freeburg Community Consolidated School District #70 and I agree to comply with these guidelines.

Date

Printed Name of Parent

Parent's Signature

Student's Name

Student's Teacher's Name