

# Union County Schools Volunteer Information

## Responsibilities of the Volunteer

### The Volunteer:

- Is willing to work within the rules and regulations of the school as set forth by the administration.
- Is willing to work under the direction and supervision of the teacher or staff member to whom he/she is assigned. The relationship between the volunteer and the teacher/staff member should exist on a professional level - one of mutual respect, confidence and support.
- Will attend orientation and/or training sessions that apply to the type of work or service to be given.
- Will volunteer only when his/her complete attention can be given to the staff and students. Please make other arrangements for siblings who are not yet in school.
- Is dependable and punctual, and agrees to notify the school if unable to attend when expected. Contact Kristin Collins at Primary School (706)745-5450 ext. 5152 or [kcollins@ucschools.org](mailto:kcollins@ucschools.org) if unable to attend.
- Will sign in at the school office of designated school every time he/she is volunteering in the Union County School System.
- The volunteer will be issued a badge and will wear a **Volunteer Badge** while volunteering. **The cost of a replacement badge is \$5 and is to be the expense of the volunteer. No badge - person will not be allowed to volunteer that day.**
- Understands that any information available in the school or classroom setting is confidential and must be kept confidential.
- Realizes that it is important to avoid expressing differences of opinion or dissatisfaction in the presence of students.
- Understands grading papers is the responsibility of the teacher.
- Understands volunteers are not allowed in testing areas.
- Will dress appropriately for a work environment because we set the standard for our students.
- Will keep all phones or personal communication devices on silent/vibrate and keep personal calls to a minimum to avoid disruption of students' learning.

## **Confidentiality**

One of the most important considerations of a school-based volunteer program is the preservation of confidentiality. When dealing with our youthful student population, you will undoubtedly overhear, witness or participate in seemingly unusual, amusing, or confusing incidents because as volunteers, you will not have access to information, which may help clarify a particular incident. School and/or student based activities can easily be taken out of context, be misinterpreted or misunderstood. By sharing your experiences with others you may inadvertently compromise the privacy of our students. You may be tempted to discuss these experiences with others - please don't.

Out of respect for our entire school community, it is necessary to respect the rules of confidentiality at all times, between both students and staff. Share concerns regarding a child or a staff member with the parent engagement coordinator and/or administration. Never discuss a child's behavior, academic performance, or other student information outside the classroom or school.

**Discipline**

Student discipline is the responsibility of the teacher. If you observe student behavior that concerns you please inform the parent engagement coordinator or staff member.

Always remember, when in doubt ask and find out! Please feel free to bring any and all questions and concerns to the attention of Kristin Collins, Parent Engagement Coordinator. The safety and well being of everyone at UCS is our top priority. We want your time here to be enjoyable, rewarding and fulfilling for you. You have an important role and a vested interest in the success our students attain. It is vital that we respect the instructional time. Our movement in and out of classrooms needs to be as seamless as possible. It is important to cause as little distraction as we can.

One question that has been asked is about parents volunteering in their child’s room. Yes, parents can volunteer in their child’s room it just needs to be structured in our program. Having the same volunteer in the classroom all day long is not in line with our overall goals for the program.

We greatly appreciate all that the volunteers do. Our purpose in sharing this information is to clarify the important boundaries essential to a successful volunteer program that benefits both students and teachers. Your time and talents are a great asset to our school system. However, to ensure a safe and secure building guidelines have been established, thus failure to comply with these expectations will be grounds for dismissal from the volunteer program.

I have received and understand the Union County School System Volunteers’ Guidelines and Expectations.

*Union County - An Equal Opportunity Educational Provider and Employer*

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Volunteer Name (Print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date