

## **ACES Volunteer Introduction**

Thank you for volunteering to help our students, teachers and staff by offering your time and talents. There are many different ways that you can make a difference in a child's learning. Some of you may be available every week while others may only be available a couple of times a year. We want you to know that no matter how many times you can volunteer that we appreciate all that you offer to our children. All volunteers will complete an application and confidentiality agreement that will be kept on file. We can not stress enough just how important this confidentiality agreement is to the children, staff and future of our Volunteer Program. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services. Volunteer will be assigned projects based on their talents and school needs. We hope that you enjoy your time as a Volunteer at Avenue City Elementary School and want you to again know how much we appreciate you taking the time to help all our children succeed.

## **ACES Volunteer Opportunities**

There will be different Volunteer opportunities that may change as we see a need.

**Home volunteers:** these are jobs that can be completed at home at your own schedule some of these jobs may include cutting out projects for teachers for bulletin boards or other classroom items. This could also include making phone calls to assist the teachers and staff.

**Classroom Volunteers:** these individuals will work with the students under the supervision of the classroom teacher to help assist him/her. This could be any activity that the teacher deems necessary for the learning of the students. These individuals will not work with the students on an unsupervised level.

**Library Volunteers:** Will assist the librarian with any activities that she needs done, including book fair, shelving books and book inventory.

**Lunchroom Volunteers:** These individuals will assist with the lunchroom duty and supervision of the students.

**Bulletin Board Volunteers:** Assist with Bulletin Boards throughout the school. This could include hallways or classrooms.

**Morning Gym Volunteers:** These individuals would help with the morning free time between when children arrive at school and classes start. They would need to be available from 8 am to 8:20 when classes start.

**Fundraising Volunteer:** This is an opportunity for those that would like to help a couple of times a year to help coordinate and set up the Red Wheel and Barn Candle Fundraisers.

**Music Program Volunteer:** This person or persons would assist Mrs. Vulgamott with costumes and set designs for our two music programs.

## **ACES Volunteer Guidelines**

Volunteering is a privilege not a right. Certain guidelines must be followed to insure the confidentiality and safety of our students.

1. All volunteers must wear their name badges while in the building. They must also sign in upon entering the building and out prior to leaving the building.
2. Volunteers will keep all information about a student and his/her educational record confidential.
3. Volunteers may not photograph or videotape students without prior approval by principal.
4. Volunteers may not transport children without prior approval from the office.
5. Volunteers will not date students, or have inappropriate relationships with a student.
6. Volunteers will follow all policies, procedures and school rules.
7. Volunteers must complete the training sessions prior to starting their volunteer time.
8. While volunteering it is very important that you be punctual and dependable as the teachers will expect and rely on your help. If you must be absent please call the school as soon as possible and let the teacher or staff member that you are working with know that you will not be available that day.
9. As a volunteer, you will be asked to dress in a manner that is in accordance with the school dress code. You will be acting as a role model for the students.

10. As a volunteer you will not discipline any student but should let the teacher or staff member aware of a situation that is taking place so that appropriate action can be taken.

### Advisory Committee

If at any time there is a conflict between a volunteer and staff member at school each will be encouraged to first try and work out the problem between the two parties. The Principal and the Volunteer Coordinator also need to be made aware of the situation. If a resolution can not be made between these parties the case will be heard by the Advisory Committee and their decision will be final.

If a Volunteer is found to be in violation of one of the before mentioned guidelines their volunteer privileges will be suspended. If they would like to appeal this decision they may do so to the Advisory Committee. The Advisory Committee shall consist of one board member, the Volunteer Coordinator, School Principal and two other individuals.

Parent Volunteer Form

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

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Name of Volunteer's Student(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has a finding of probably cause of child abuse by any state agency been entered against you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

Falsification of this document is a misdemeanor.

## School Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Avenue City School District, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

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Volunteer Signature

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Date

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