

# Volunteer Handbook

## Information for School Volunteers

Volunteers,

We LOVE having your help and now that the year is underway, we encourage you to become involved at Sutton School. We appreciate your willingness to share your time with the students. Not only will they benefit from an educational standpoint, but you are also a wonderful role model for the importance of volunteering and helping others. We can use volunteers during the school day, before and after school and with take-home projects. Many of you have already expressed your interest in volunteering and have filled out a volunteer form made available through the Family Resource Center. If you have not informed us of your interest in this manner, please let your child's teacher know of your interest in being involved. If you are a new volunteer, there is a step you need to take regarding school volunteer identification that is required by OPS Board Policy. Our Family Resource Center coordinator can help with this simple procedure and it will only take a few minutes of your time.

There are some guidelines that it is necessary to share with you so that your volunteer experience is satisfactory for you and the students. Please take a moment to read the following guidelines carefully.

### **1. Confidentiality**

Volunteers are asked to maintain student confidentiality as you work within the school setting. A confidentiality form needs to be signed by all of our volunteers. You can pick one of these forms up in the office or in the Family Resource Center.

### **2. Dependability**

Please make every effort to come when you are scheduled. The students and teachers depend on you, so if you cannot come, please inform the office as soon as possible.

### **3. Punctuality**

Please try to be as punctual as possible. Since there are many activities going on throughout the day and limited time set aside for each one, it is important to be on time.

### **4. Sign-in Sheets**

There is a sign-in sheet in the foyer as you come in the front door. Please sign-in when you come in the building. It is important for the school to know that you are in the building in case of an emergency. Also, please wear a volunteer name tag while you are in the building.

### **5. Parking**

Volunteers are welcome to park in the front circle in the designated areas.

### **6. Equipment**

Duplicating, laminating, and waxing machines in the school workroom require specialized training due to machine maintenance issues. Please ask Mrs. Hobby or Mrs. Dickens for assistance.

### **7. School-wide Needs**

In order to encourage our students' developing independence, we do limit the amount of time parents are asked to volunteer in their student's own classroom. Volunteers may thus be asked to help with school-wide needs, such as AR in library, computer lab, or with other classroom activities.

Any questions concerning volunteering should be directed to: Jennifer Thurman, Sutton Family Resource Center, 686-1108.

# Emergencies

The very nature of an emergency indicates that it is unplanned.  
Be prepared.

Safety during fire and tornado drills:

- Fire and tornado exit plans are posted in each classroom and work area throughout the building.
- Familiarize yourself immediately with the emergency exit plans for the area where you will be working.
- During a drill or actual emergency, advise the children to walk, not run.
- Try to remain calm, as your attitude, whether fearful or calm, will be reflected by the children.

Safety on the playground:

- Playground rules are common sense safety rules for young children.
- Physically disabled children may not be able to do the same types of activities as unimpaired children.
- Teachers will be responsible for moving children in wheelchairs up and down steps due to insurance liability.
- Encourage children to do things “on their own” whenever possible.

Injuries, accidents and physical emergencies:

- Do Not move the child if he cannot get up on his own.
- Notify the teacher immediately of any injury.
- Prevent any further injury from occurring until the teacher can take over.