

Regulation

COMMUNITY RESOURCES

Guidelines for Volunteers

In order to protect the safety and health of the pupils enrolled in the Milltown schools, community volunteers must observe the following regulations:

- A. Volunteers working closely and regularly with children must pass the TB screening required of staff .
- B. Volunteers suffering from congestion, coughs and sore throats shall not come to school during their illness.
- C. Children not in the school may not be brought along and kept in the school when a parent/guardian or other adult is volunteering or serving as an aide or is performing any function for the schools or the parent-teacher association. The school is not equipped to provide child care services.
- D. Volunteers shall adhere to all rules and regulations required of regular staff.
- E. Volunteers shall be advised of the following:
 - 1. Sign-in and sign-out procedures
 - 2. Use of permitted machinery and equipment
 - 3. Proper training to use the photocopiers, laminators, etc.
- F. Volunteers are:
 - 1. Never to be left alone with the children.
 - 2. To receive a list of samples of permitted activities.
 - 3. Not to bring food or beverages to the classrooms or to other places when children are present.
 - 4. Not to chew gum
 - 5. Not to bring younger children
 - 6. To maintain confidentiality; report concerns directly to the teacher or appropriate administrator
- G. Volunteers serve at the pleasure of the Board and their service shall only be on a probationary basis
- H. A volunteer may not serve longer than one school term at a time, that is, annual renewal shall be required.

Adopted: September 23, 1997

Form

COMMUNITY RESOURCES

Guidelines for Volunteers

Volunteer's name: _____ Date: _____

- A. Please sign-in and sign-out daily.
- B. Volunteers may use the following machinery and equipment after being trained by a designated trainer
 - 1. photocopier
 - 2. laminator
 - 3. Ellison letter machine
- C. Volunteers properly trained by a designated trainer may use the following photocopiers:
PV = Copier room copier only (not the faculty room)
JK = second floor copier
- D. Volunteers are to assist at the schools volunteers are never to be left alone with the children; **SAMPLE ACTIVITIES INCLUDE:**
 - 1. Bulletin boards
 - 2. hallway displays
 - 3. helping with boots and jackets
 - 4. cutting out
 - 5. stapling
 - 6. collating
 - 7. pasting/gluing
 - 8. making patterns
 - 9. take-home work
 - 10. distributing materials to pupils
 - 11. helping at learning centers
 - 12. reading aloud
 - 13. transcribing
 - 14. helping with playground games
 - 15. making sample projects selected by teachers from magazines
 - 16. putting class books together
 - 17. putting up mobiles
- 5. Volunteers are not to bring food or beverages to the classrooms or to other places when children are present.
 - 1. gum chewing is not permitted;
 - 2. siblings are not permitted.
- 6. Maintain confidentiality; report concerns directly to the teacher or appropriate administrator.

Interviewed by: _____