School District 51
Volunteer Guidelines, Expectations and Resources
2019-2020
School District 51 volunteers are people in the community who share their time, their talents and their skills with students.
Opportunities & Expectations

Where can I help?

- Read with a Child
- Foster Grandparents
- RSVP
- Spellbinders
- Art Heritage Program
- Volunteer Coaching
- In Classroom Help
- Field Trips
- Reading Aide
- Assist in the Office or Library
- Extra-Curricular Activities
- Crossing Guard Duty
- Watch D.O.G.S
- Lunch Lizard Program

What is expected of volunteers:

- Complete the required volunteer paperwork
- If a background check is required, please complete the required steps
- Sign in upon arrival and sign out
- If the school issues a volunteer badge or name tag, please wear this identification
- Be reliable
- Be honest
- Be patient
- Observe the volunteer code of conduct
- Be a positive role model
- Communicate with staff
What paperwork do volunteers need to complete?

- All volunteers are required to complete a volunteer agreement form for each school year.
- Volunteer coaches will need to complete a volunteer agreement form and the volunteer coaching form.
- Both of these forms are available at your school.

Who is required to complete a background check and why?

A background check is required any time a volunteer will be working **ONE ON ONE** with students.

**This includes:**
- Working in the hallway with students
- Small groups or in the classroom without a staff member present
- Overnight field trips
- Driving students (example: field trip)
- Marching band trips
- Volunteer coaching
- Reading aide (when a volunteer works with a student in the hallway)
- Read with a Child program
- Foster Grandparent and RSVP Volunteers
- Watch D.O.G.S.
- Lunch Lizard
Step One – The volunteer will need to call or email April Hart in the Volunteer/Community Partners Office to set up an appointment to complete the background paperwork as well as to schedule their fingerprint appointment. The volunteer will also receive a payment code. This meeting will take approx. 15-20 minutes and is by appointment only.

Email: april.hart@d51schools.org  Phone: 970.254.5114  Location: 2115 Grand Avenue, Grand Junction, CO 81501

Step Two – After meeting with April the volunteer will go to their appointment at the assigned fingerprinting office to be fingerprinted.

Step Three – Once the volunteer background has cleared the school will be notified and let the volunteer know that they are approved to volunteer at the school.

Step Four – The volunteer background will be kept on file for 3-6 years depending on how active the volunteer is.

Please Note – School District 51 cannot accept backgrounds from any other agency. The District is required to run a separate background check.

Please allow 3-4 weeks for the background process.
If you will be attending a field trip, please schedule your background appointment at least four weeks prior to the trip.
The school district cannot guarantee how long it will take to process your background.
If your background is not processed by the time of the field trip, you will not be able to attend. No exceptions.
Volunteer Code of Conduct and
School Board Policy IJOC

Confidentiality -
As a volunteer you may have access to student information such as grades and records. You will know the children who are succeeding and you will know the children who are struggling. This information should NEVER be discussed or shared with other volunteers, parents, students or in the community. Any concerns or questions should be addressed with school personnel only.

Dependability -
Please be dependable. The teachers and staff have planned activities/projects for you and the students. If you are not available, please be considerate of those depending on you and notify the office.

Communication -
Your volunteer work should be a learning experience for you. When you have concerns or questions about school policies and procedures please address this with the teacher, school volunteer coordinator or principal.

Support -
As a school volunteer, you will be in a support position. Your role is to support the classroom teacher, staff and the principal of the building as they are responsible for the education of the students at school.

Attitude -
As a volunteer you set an example for the students. Please come to school with a positive attitude.
Volunteer Do's & Don'ts

**DO**
- Notify staff of any questions or concerns
- Complete all required volunteer paperwork
- Complete a background check if one is required
- Set a good example for students
- Notify staff if a student is being difficult and let the staff address the issue
- Be mindful if a student has an IEP/learning and/or behavior disability
  - This student may require additional support
  - Notify staff if you are not able to provide this support

**DON'T**
- Complete your child's schoolwork
- Ignore staff direction
- Share student information with anyone other than staff
- Discipline students
- Yell or argue with students
- Keep any student concerns from staff
- Bypass the volunteer background check if one is required
- Assume because you are visiting the school the volunteer process does not apply to you – you are still a guest and need to check in through the proper channels
- Try to implement your own volunteer program or ideas without going through the District Volunteer and Safety Offices first for approval
Safety

- **Emergencies** –
  In case of an emergency or when you have concerns for student safety, please report your concerns immediately to school personnel. Your school has specific procedural guidelines. In case of a life threatening emergency, call 911.

- **Checking In and Identification** –
  As a safety precaution for you and the school, the school district requires that all volunteers sign in and out with the front office when volunteering at the schools. In addition please wear the school issued volunteer badge or name tag.

- **Drills** –
  All volunteers are required to follow staff instruction in the event of a drill or real emergency. This includes fire drills, shelter in place and lockdowns. Please be a resource not a barrier. Address safety questions or concerns with school personnel and the district safety team.

- **Volunteer Termination** –
  At any time if a school administrator feels that a volunteer is not a good fit or safe for their school, the principal of that school retains the right to end the volunteer agreement. In addition the staff of the school has the right to assign a parent volunteer in a different classroom from their child’s if they feel this placement is necessary.
Resources

- **School Contacts:**
  - Teacher
  - School Volunteer Coordinator/Secretary
  - Principal

- **District Contacts:**
  - April Hart, Volunteer/Community Partners
  - Tim Leon, Director of Safety and Risk Management

- Volunteer School Board Policy
- Volunteer Agreement Form (Pink Copy)
- Volunteer Information Power Point
- Volunteer Handouts
- www.D51schools.org