



GUIDELINES FOR SCHOOL VOLUNTEERS

Thank you for your interest in volunteering for the Cortland Enlarged City School District. Volunteering is a wonderful opportunity for you to become involved with students and our school programs while providing support and assistance to our teachers and children.

To ensure the safety of all in the school environment, the Cortland Enlarged City School District has a screening process for all persons wishing to volunteer. The following guidelines are meant to assist you and our staff in establishing clear expectations and communication for volunteers. If you should have any questions, please feel free to discuss them with your child's teacher, extra curricular supervisor and/or building principal.

Becoming a Volunteer:

All volunteers must complete a Volunteer Information Form, providing us with two character references, as well as work history and other pertinent information. Volunteer Forms will be reviewed and screened by school supervisors. Volunteers will be assigned to a cooperating supervisor.

Responsibilities of the Volunteer:

- Meets with the cooperating supervisory staff member prior to volunteering for the first time.
- Works under the direction and supervision of the cooperating staff member. The relationship between them is professional – one of mutual respect and confidence.
- Supports the cooperating supervisor and does not supplant him/her.
- Understands that the classroom teacher is responsible for content, instructional techniques and discipline.
- Avoids expressing differences of opinion or dissatisfaction in the presence of students.
- Addresses matters of concern with the supervising staff member or the building principal.
- Treats all information as **confidential** and makes no statements outside of the classroom regarding the children, personnel or materials worked on.
- Adheres to the Cortland Enlarged City School District Dress Code and Code of Conduct.
- Refers discipline issues to the cooperating staff member.
- When volunteering during school hours, signs in/out of the office and prominently wears a name badge while in the building.
- Is dependable and punctual. Notifies the cooperating supervisor in advance if he/she is not able to attend during the regularly scheduled time.

The Cortland Enlarged City School District reserves the right to deny and/or revoke volunteer privileges.