

**General Volunteer Orientation**  
**Reba O. Steck Elementary School**

PROCEDURES FOR VOLUNTEERS

Parking: Please park in the parking lot and enter through the front door.

Sign in and Visitors' Badge:

- Please remember to sign in at the office. Please be ready to state why you are in the building. (FYI--The sign in sheet is used in emergencies to account for persons in the building.)
- Please remember to wear your **Visitor Tag** at all times while in the building. Visitor Tags identify you to school staff as being present on official business.

Volunteer procedures:

- Rather than bringing siblings/younger children when volunteering in classrooms or the LMC, please make alternate arrangements for them.
- In order to honor student instruction, please only go to the location in which you are scheduled to be volunteering. If you are volunteering in the LMC, please do not visit your child's classroom. If you are volunteering in one child's classroom, please do not visit any other rooms.
- Please work in classrooms or areas immediately outside of the classroom. Volunteers are required to work under the supervision of a teacher as per school board policy. Please follow the teacher's directions.
- Please enter a classroom only when the teacher is present. If the teacher is not present, please return to the office.
- Please keep your phone off while working with students.

Building drills:

- Fire: (Siren, wall fire alarms light up) Follow the direction of the teacher. Staff and students will exit the building out the nearest doors. As soon as you are outside, please find classroom teacher or school personnel with a walkie-talkie to notify them of where you are.
- Tornado: (Alarm pulses, wall fire alarms will not light up) Follow the teacher/class and seek shelter in the designated location with students.
- Intruder: Taking the students, enter the nearest classroom and follow the teacher's instructions.

Working with Students:

- Have a positive attitude! Smile. Please let the students know that you enjoy working with them. Practice patience and kindness.
  - Positive comments when given honestly can make a difference.
    - "You are working really hard!"
    - "I knew you could do it!"
    - "Good thinking!"
- Maintain confidentiality. Any information pertaining to a child must not be shared with anyone outside of the teacher. Discretion is required.

- If a discipline problem arises with a child, please try complimenting others who are acting appropriately. (Refer to the Steck I's.) If the issue continues or is significant, contact the teacher or staff member. Please remember that a hands-free approach is required.
- Bathroom visits: Students may ask to go to the washroom. Please ask whether it is an emergency or if they could wait for return to the classroom. If necessary, students should utilize the closest facility (first grade wing, behind LMC clock wall, or near Gym). Please monitor their return to you. (If a child is gone too long, ask for assistance from a nearby staff member.)
- Student reports feeling sick or requests a visit to the nurse:
  - If you are near the classroom, please alert the teacher.
  - If in a common area, please alert a nearby staff member to call the office regarding a Nurse visit.
- LMC: Games may be played in hallways or near doorways at which volunteers and students are able to be supervised by a teacher. The LMC and adjoining hallways are reserved for quiet activities, such as spelling or reading.
- Field Trips: Please read information shared by the teachers. Remember that the parking lot is closed from approximately 8:40 until 9:05. Should you be chaperoning an event requiring you to be present before 9:05, please make sure that you are parked in the school lot before 8:30.

#### Leaving the building:

- Please return your Visitors tag to the basket at the front desk and remember to sign out.
- Should you need to take your child out of school after volunteering, office staff will assist you. Go to the office to sign him/her out. Office staff will call your child. Your child will come meet you in the office.

#### Other information:

- COPIER: The Steck copy machine is reserved for use by school staff and by PTA, provided the materials are pre-approved by the Principal. When making copies for PTA, please leave copies in the office for the staff.
- STAFF MAILBOXES: Only staff members have access to mailboxes. If information must be distributed to teachers or classrooms, please leave it in the office.
- On Institute or School Improvement days when students are not in session at school, a variety of faculty meetings are taking place. Accessing the building on these days requires prior approval from the office.

For all concerns regarding procedures, please refer to the school and district handbooks or contact the building office.

Thank you for choosing to volunteer at Steck! We appreciate your gift of time and effort on behalf of our students!