



St. Ignatius Catholic School Volunteer Guidelines and Expectations

The administration and staff of St. Ignatius Catholic School are appreciative of all of our community members who are willing to share their time and talents in order to help our students follow the path of St. Ignatius and be constantly growing, learning, loving, reverent, seekers of justice. It takes a combined community to accomplish this, and we welcome volunteers to join in the goal of making our school be the best that it can be.

Volunteer Guidelines and Expectations

- Every volunteer must sign in at the front desk upon arrival. A visitor's sticker should be worn at all times while in the building. At the end of the volunteer time the volunteer should report to the office and sign out.
- Volunteers should set a positive example for students in interaction, appearance, and behavior.
- Teachers depend on volunteers for certain class activities, but they do understand that occasions arise when a volunteer has to cancel. Please provide the teacher with as much advanced notice as possible if you cannot volunteer for a scheduled time. Teachers and other staff will do the same, should their volunteer requirements change.
- It is expected that volunteers will exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. **It is essential that student confidentiality is maintained.**
- Volunteers do not diagnose student strengths and needs, prescribe activities for students, or evaluate student progress. Volunteers should discuss any concerns directly and exclusively with the supervising teacher/staff member.
- Volunteers should **NEVER** give any medications to students.
- Volunteers should never use student bathrooms. Instead, please use the staff bathrooms located in the main office, 8th grade hall, or the teacher resource room in the A wing.
- Volunteers should be willing to perform a wide range of assigned tasks. This includes activities such as teacher support tasks and working directly with students. Any assistance provided is valuable to the teachers, staff, and students and is appreciated.
- Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher/staff so that the children are instructed consistently. Volunteers should also understand the St. Ignatius Behavioral Growth Plan and the common language used to encourage expected behavior for the school setting.

- Volunteers should make outside arrangements for child care of non-school age children instead of bringing them to school during volunteer time.
- Students need to stay focused and on task in class. Therefore, we appreciate it if distractions are kept at a minimum and cell phones are turned off or placed on vibrate. Volunteers should not be on their phones or conduct personal business in the classroom.
- Disciplinary action is the legal responsibility of administrators and school staff. Volunteers should not discipline students and should never touch students in an aggressive or disciplinary manner. Please report discipline issues to the teacher or other staff member.
- Treat your own child as you would every other child in the class. Too much interaction can be disruptive to your child as well as his or her classmates.
- Respect that a teacher's desk and closet are private.
- Never discuss any child's classroom performance or behavior with anyone other than the teacher or other involved staff members.
- Save all questions regarding your child's performance or behavior in school for a conference and make requests for such appointments via e-mail rather than during your volunteer time.
- Teachers, not volunteers, are responsible for communication to parents. If you have an issue, please discuss it with the teacher.
- Volunteers may not take photographs or video of students, unless permitted by administration for a school project. Never post any student photographs or student information on social media.
- If you are injured or involved in an accident while volunteering, you should report the incident immediately to the office and complete an accident report.

 I have read the above information and agree to the guidelines and responsibilities.

Family Name _____

Volunteer Name _____ Date _____