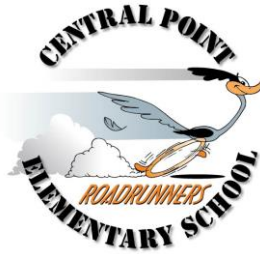


Welcome Volunteers

Central Point Elementary School Volunteer Training



School Philosophy

Our School Rules:

- Be Safe
- Be Respectful
- Be Responsible



Confidentiality

- By law we are required to protect the confidentiality of all children. What you see and hear at the school stays here at the school. It is not to be communicated outside of the school.
- Contact the teacher or an administrator with any concerns that you may encounter.

Volunteer Application & Background Check

- **BEFORE** you can volunteer, you must complete a volunteer application and background check.
- You can print the application found on our website at [English Application](#)
[Spanish Application](#)
- Please return your packet to our front office or email to Elaine.Cook@district6.org
- The background check can take up to one week to process.

Respecting Instructional Time

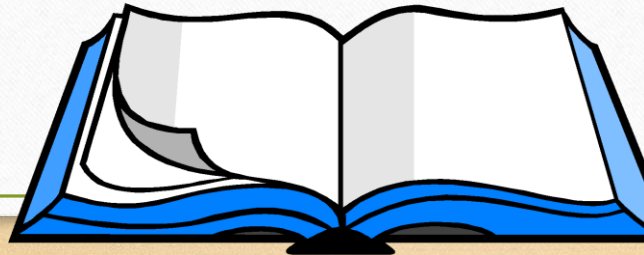
- When you come in to volunteer, this is **NOT** the time to have a meeting with a teacher to discuss your child's progress.
- If you need to meet with a teacher, please set up a different time and place that is convenient to both.
- Please respect the teacher's planning time and other special duties.
- Younger children should not accompany a parent while they are volunteering in the school.

Discipline

- Discipline of all students is the responsibility of the classroom teacher.
- If you are working with a child or a small group and difficulty arises, let the teacher know immediately.
- Remember it is the behavior of the student we disapprove of, not the student.

Sign In

- All **Volunteers** coming into the school must sign in at the Front Office and wear an identification sticker.
- **Visitors** who are not volunteering must sign in the Front Office and wear a Visitor Sticker.
 - This is a **State law**.



Logging In Volunteer Hours

- When you check-in and check-out as a volunteer in our front office, your volunteer hours will be calculated.
- If you take volunteer work home to complete, please record your hours electronically and submit them to Elaine Cook via email to Elaine.Cook@district6.org

Universal Precautions

In the event of a student injury:

- Contact the teacher immediately.
 - Ensure the office is notified.
- Do not leave the child unattended.
- Request a pair of rubber gloves from the classroom teacher in the event of possible bodily fluid contact.



Personal Belongings

- Please lock your belongings in your car.
- Coats may be kept in the classroom.
Please check with your child's teacher for location.



Office Machines

- Copying will be completed in the Production Room or a hallway copier. Please see the front office staff if you are unfamiliar with operation of the copy machines.
- If you are using the laminator, please get training from the front office staff prior to use.
- Let front office staff know if a machine is not working – **Please don't try to fix it yourself.**
- **Reminder**, please leave the space as you found it.

Phone Calls

- Phones are not to be used by volunteers unless there is an emergency.
- Please check with the office staff, they can assist you with getting an outside line.
- Please silence or turn-off all cell phones while you are in the building.



Other important information and reminders...

- **Please only use the staff restrooms located in the front office work room area and in the work rooms in the East and West wing.**
- **If you are interested in working for the School District as a substitute teacher aide, please see the school secretary for more information.**

Thank you!

Thank you for all your support to our school and the staff at Central Point Elementary.

If you have any questions about volunteering, please contact Elaine.Cook at Elaine.Cook@district6.org or 541-494-6500.