

# Jefferson Academy Volunteer Expectations

Thank you for supporting your child's classroom. Volunteers play a significant role in the success of Jefferson Academy. The following expectations will help ensure a positive experience while promoting student safety. Teachers may have additional, specific details. **While volunteering for a classroom or on field trips, younger siblings may not accompany you. However, you may bring younger siblings while volunteering in the cafeteria/Commons during lunch.** Thanks again for your support!

## In the building

Volunteers must check in and check out in the school office before continuing on campus and are expected to wear a name badge while in the school building.

## In the classroom

- When working with students, remain in or near the classroom under the direction of the teacher/EA.
  - Do not supervise students alone.
  - Enlist the teacher/EA to resolve behavior concerns.
- Maintain confidentiality – please respect privacy when filing papers or with any other matters. Discuss student issues/concerns directly with the classroom teacher.
- Let students do their own work.
- Silence your cell phone.

## Siblings

- When volunteering in the school it is necessary for adults to direct their attention to the task given, whether in the classroom, hallway, workroom, etc. Siblings are not allowed due to safety.
- Siblings are welcome to attend classroom events, if their parent is observing and not volunteering.

## On field trips

- Most trips are taken using district buses. However, when using private vehicles:
  - Parents must submit a copy of their insurance card and license to the office before they can drive.
  - Ensure all students younger than age 8 have a car seat and that car seats are secure.
  - Report to the teacher/EA when leaving the location.
  - Drive directly to the destination or back to school. (Ex: While in route, don't stop at Dairy Queen with your group.)
  - Background check required (must be updated each calendar year)
- Provide teacher/EA with your cell phone number.
- Avoid using your phone for personal calls to devote time to active supervision. Silence your phone when appropriate (planetarium, performances, etc.).
- Keep your group together.
  - Take frequent counts of your group.
- If a child has to use the restroom, take the entire group.
  - Do not go into the restroom with one child.
- Know your meeting place/time.
  - Synchronize watches.
- Enlist the teacher/EA to resolve behavior concerns.