

# Eudora Elementary School Volunteer Handbook 2022-23



Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve.... You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love. ~Martin Luther King, Jr.

Eudora Elementary School  
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[www.eudoraschools.org](http://www.eudoraschools.org)

## **Welcome Volunteers!**

Thank you so much for volunteering your time to serve the teachers, children, and office staff at Eudora Elementary School. You are a vital part of the big picture of everything that happens at EES. You add so much to the educational experiences that our children enjoy and we appreciate you.

This volunteer handbook is designed to give you guidelines for your participation. Our hope is that this gives clarity and direction so that your time at EES will be worthwhile to you and those you serve. Thank you again for sharing your the gift of your time and efforts in helping and teaching our students!

## **Who is a Volunteer and What Does He/She Do?**

A school volunteer is a person who is willing to take the time to assist in the daily tasks at the school and one who contributes to educating the whole child here at EES. Volunteers help to expand and enrich the student's learning experiences by working under the direction of teachers and school staff.

Depending on the circumstances, needs, and schedules, roles for volunteers may include preparing materials, making copies, organizing, putting together bulletin boards, sorting, cutting, die cutting, and various other tasks.

## **Volunteer Training and Responsibilities**

First, all potential volunteers are required to participate in a short training with a principal or Eudora School Foundation volunteer coordinator annually. These trainings will be held during the school day on a date early in the school year. During this time, paperwork will be completed including information on times available to help, possible skills that can be utilized, and in which classrooms that a volunteer has children would he or she like to help. If a volunteer has no children at EES, then the schedule of the individual will be matched up with a time and need of a teacher at the school to be determined by a principal or office staff.

At this time, all new and returning volunteers will complete an online criminal background check. This is mandatory protocol for all new volunteers in any capacity with the school district, completed annually. Those with any questionable charges from the past may disqualify the individual from volunteering based upon the determination of the principals and superintendent.

All volunteers will be trained in the basics of using the copier in the training times as well. Additional sessions for new volunteers will be set up on an individual basis with a principal if it is after the first months of the school year, following this large group training.

Once the volunteer has been cleared to serve for the school year, he or she is responsible to make contact (email, phone, etc.) with the teacher or staff member with whom they are volunteering. During this time they are to establish the times that will work for the both of them. It is acceptable to leave work or other duties for the volunteer to complete on his or her own while the teacher is busy with other daily duties, as agreed upon by the two parties. These arrangements must be made ahead of time before coming into the school.

Volunteers are to contact the teacher or staff member if they are unable to come in at the designated time if illness strikes or there is an emergency. We ask that this communication come as soon as possible to help the staff member make other plans or preparations.

Volunteers must sign in at the office every time they come in to help and a visitor name badge/sticker must be worn at all times in the building.

Cell phones need to be silenced while in the building.

Volunteers are to dress appropriately as to not distract from the learning environment and while being mindful of the tasks that they might be doing.

School-friendly language (Safe, Outstanding, Accountable, and Respectful) needs to be used when there are interactions with children. Volunteers are called to be encouraging to students and not get caught up in managing discipline. Please let a teacher or administrator know if there is a discipline issue to address.

Confidentiality is mandatory in all circumstances for volunteers. This includes all situations of discipline or coming upon sensitive material or overheard information. If an issue is discovered by a volunteer and passed on to an administrator or teacher, the same rules of confidentiality will apply.

Volunteers are to use the pod area copiers first, then use the office copier as a second option.

Volunteers are not allowed to laminate.

Work areas are to be cleaned up after use.

Volunteers are to sign out at the office at the end of their time.

Volunteers will participate in tornado and fire drills when they are in the building.

### **Teacher/Staff Responsibilities to Volunteers**

Teachers or staff members are to have written or verbal directions available for the volunteers. (Examples: Two-sided copies, front and back, color of paper, etc.) Being specific with what is wanted will eliminate confusion and interruptions.

Staff and teachers will take the time to train volunteers on the machines as needed.

Staff and teachers will encourage volunteers to assist others in building when it is possible.

Teachers and other staff will show appreciation for their volunteers!

Staff and teachers will remind volunteers of the code of confidentiality, to keep areas of work cleaned up, to hand off discipline issues to the appropriate staff members, and to define expectations of the volunteer.

### **Our Responsibilities to Volunteers at EES**

We will treat our volunteers with care and respect.

We will make every effort to assign our volunteers appropriately and in a position where they can be a positive influence and succeed.

We will provide volunteers with the necessary information they need to fulfill their duties well.

We will offer support throughout their volunteer experience.

We will make sure volunteers understand who to talk about any concerns.

We will give volunteers the opportunity to provide feedback on their experiences.

We will celebrate and recognize our volunteers and their work during each school year.

### **Tips and Reminders for Volunteers**

Be responsible and safe, always put children first.

Respect confidentiality, as all students and staff have a right to privacy.

Be professional in all you do.

Communicate well with everyone with whom you work.

When things come up and you can't fulfill a promise, let someone know.

Ask for help, don't suffer in silence.

Share your experience with others and encourage others to serve as volunteers.

Try to replace yourself when you move on and help to train the new person if possible.



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## Code of Conduct to Sign

### Volunteer Code of Conduct

1. I will sign IN and OUT at the front office and obtain my volunteer badge.
2. I will maintain confidentiality of all school and/or classroom information.
3. I will share with teachers and/or school administrators any concerns that I may have related to student welfare or safety.
4. I will not supervise a class in the absence of a licensed teacher.
5. I will not discipline or directly teach students.
6. I will not establish or make decisions about instructional objectives.
7. As a role model for students, I will dress and act appropriately.
8. I agree only to do what is in the best interest of every child with whom I come in contact.

I agree to follow the  
Volunteer Code of Conduct  
at all times or risk being dismissed  
from my volunteer placement.

Name of Volunteer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

