

**OUR
LADY OF GOOD
COUNSEL**

**VOLUNTEER
GUIDELINES
2009-10**

Sign-In Procedure

For safety and security reasons, school visitors (volunteers, parents, ect.) must sign-in at the front desk. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up at the front desk. Playground volunteers are required to wear a red vest so the students can recognize the person on duty.

Dependability

The school relies on your support. We ask that you follow through on tasks by attending the scheduled times and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration.

Volunteer Dress

Our Lady of Good Counsel has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of

Our Lady of Good Counsel School and wear modest clothing while working in the school or during school activities.

Responsibility

The Administration of Our Lady of Good Counsel School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary. Volunteers are not allowed to be alone with a student at any time. Children's restrooms are not to be used by volunteers. There are adult restrooms located within the building.