

**NAPOLEON COMMUNITY SCHOOLS**  
**VOLUNTEER GUIDELINES**  
**GRADES K-8**

Thank you for expressing your interest in volunteering at Napoleon Community Schools. Students, teachers, staff, parents, and the community benefit from the work of individuals like you who freely share their talents, time and resources. We also know that as a volunteer, you too will be rewarded. One hour, one day a week, one day on a special project or a field trip, your efforts make a difference for students.

Please be sure to carefully read the Volunteer Information and Guidelines. These guidelines have been established for the safety of both students and volunteers. Upon completion of the Volunteer Application Form, please return it to the school office. **Please note, the completed form must be submitted to the office for approval prior to volunteering.**

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**VOLUNTEER PROCESS**

- ✓ All volunteers must complete the Napoleon Community Schools Volunteer application and a background check.
- ✓ Once your application has been processed and your volunteer status is determined, the building principal will notify you of your status via a letter or a telephone call.

**VOLUNTEER PROCEDURES**

- ✓ Always report to the main office first to sign in and get a visitor badge.
- ✓ Wear an identification badge provided by the school while participating in volunteer activities.
- ✓ Upon departure, make a final stop in the main office to sign out.

**VOLUNTEER GUIDELINES**

**Appearance**

A volunteer should always dress appropriately, remembering that he/she is setting an example for the students.

**Confidentiality**

As you work with staff and students, remember that the problems and abilities of the students should never be discussed with anyone other than a professional staff member of our school district. All students learn at their own pace. Please do not judge their learning. Remain positive at all times.

**Field Trips**

While many volunteer opportunities are available at Napoleon Community Schools, serving as a chaperone for field trips is one of the most popular. When volunteering time as a field trip chaperone for the district, the following guidelines apply:

Chaperones must:

1. Sign in and out at the school office.
2. Wear the volunteer badge provided by the district.
3. Ride the bus to the field trip site.
4. Follow the itinerary provided by the teacher(s) in charge.
5. Maintain contact with all students in the assigned group.
6. Report students not following rules to the teacher in charge.
7. See that the students under your charge are obeying the rules. These rules should be enforced consistently.
8. Contact the teacher immediately if any problems arise with any student.

Only individuals that have been designated by the district as approved volunteers are permitted to chaperone or accompany a class on a field trip. The volunteer's undivided attention is needed

when serving as a chaperone, thus chaperones must attend the trip unaccompanied by other children.

### **Helping the Teacher and Class**

Parent/Guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer's duties and expectations. Please stay on topic and keep all discussions to the classroom or building objectives. When serving as a classroom volunteer, the teacher(s) will work with you to create a volunteer schedule. If for any reason you are unable to volunteer at your regularly scheduled time, please notify the classroom teacher to make alternate arrangements.

### **All volunteers work under supervised conditions only.**

When working in the building, please adhere to the volunteer schedule and try to keep your role as a volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teachers through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional time.

### **Respect for Authority**

A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the principal's attention privately at an appropriate time. All volunteers and employees are addressed as Mr., Mrs., or Miss in the school environment.

### **Safe Verbal Communication**

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist or offensive.

### **Tobacco Products, Drugs and Alcohol**

Volunteers are prohibited from using, being under the influence, or having in their possession, tobacco products, drugs, or alcohol.

***The school district reserves the right to suspend and/or revoke volunteer approval, and it may contact the local law enforcement should a volunteer pose a danger to himself/herself or others associated in any way with the district.***

***We want your volunteer time at Napoleon Community Schools to be an enjoyable and rewarding experience. If you have any questions or concerns, please contact the principal(s).***

***Thank you for joining us in this educational partnership!***