



Volunteer Guidelines

Welcome to Cedar Grove, and thank you for sharing your time and talents to support our school, our teachers and staff, and most importantly our children. Below are a few items that we hope will make your volunteering experience a smoother and more rewarding one for all of us:

- **Required Volunteer Training**-All individuals who regularly volunteer in schools or who chaperone field trips must complete an online training module on recognizing and reporting child abuse and neglect every three years and submit to the office a copy of your certification of completion prior to volunteering. The module is available at <http://www.montgomeryschoolsmd.org/childabuseandneglect/> and takes approximately 30 minutes to complete. There are additional requirements for volunteers who chaperone extended day or overnight field trips. Teachers planning those trips will share those with parents as needed.
- **Arrival and Departure**-Please check in at the main office and wear a visitor/volunteer sticker or badge *each time* you come to volunteer. This is critical in terms of security and important so we can keep track of all the hours you volunteer. Be sure to sign out too.
- **Getting Around**-We have copies of our floor plan available in the office to help you locate various spaces in the building.
- **School Rules and Procedures**-We ask and expect all of our volunteers to uphold school rules and the procedures for the setting in which they are working. If you have questions about those procedures, please ask and defer to the school staff in that setting. Disciplinary action is the legal responsibility of administrators and school staff. Volunteers should not be put in a position of having to enforce discipline. If you are having a problem, immediately inform the teacher or appropriate staff member.

You should also be familiar with our safety and security procedures, such as fire drills and Shelter/Lockdown drills. Information about these procedures is available if you have not previously received it.

- **Dependability**-The work you do is important, and we count on you. Many teachers and other staff make their plans based on the availability of volunteers, and students also come to rely on and look forward to your visits. Please let us know as early as possible if you will be unable to come as expected.

- **Confidentiality**-While you are working at school, you may directly or indirectly learn about students' individual strengths, needs, and personal or family situations. This information may help you better understand and work with students, but should never be shared with anyone but the children's teacher or other staff working with them. Just as teachers would never discuss their students in public or with other children's families, we expect that you will maintain this confidentiality as well.
- **Use of Equipment**-If your volunteer duties include photocopying, please schedule an orientation to our machine with Mrs. Mandich. Also, please allow teachers to "jump in line" at the copier, as they are often working on a very tight schedule. If you have questions about other equipment (die cutter, bookbinder, etc.), please don't hesitate to ask about their proper use.
- **Younger Siblings**- We love children, but they do require a great deal of attention, as do the jobs our volunteers do. We ask that you not bring younger children with you when you volunteer unless prior arrangements have been made with the staff member for whom you are volunteering.

If you have any questions or suggestions to improve the volunteer program here at CGES, please feel free to bring them up with the staff members with whom you work, Mrs. Coakley, or Mr. Derby/Mrs. German. Thanks again for your support, which enhances our school program in many ways.