



Enlarged City School District

Thank you for your interest in volunteering for the Cortland Enlarged City School District. Volunteering is a wonderful opportunity for you to become involved with students and our school programs while providing support and assistance to our teachers and children.

To ensure the safety of all in the school environment, the Cortland Enlarged City School District has a screening process for all persons wishing to volunteer. The following guidelines are meant to assist you and our staff in establishing clear expectations and communication for volunteers. If you should have any questions, please feel free to discuss them with a teacher, extracurricular supervisor and/or building principal.

Activities considered Volunteer activities:

Field Trips
Class Parties
Reading to/Working with students

Becoming a Volunteer:

All volunteers must complete a Volunteer Information Form, providing two character references, as well as work history and other pertinent information. Volunteer Forms will be reviewed and approved at the district level. An active list of volunteers will be maintained in the Personnel Office. Volunteer service will be approved for all schools. Volunteers report directly to the school principal or activity supervisor during a period of service.

Responsibilities of the Volunteer:

1. Meet with the principal or supervisory staff member prior to volunteering for the first time.
2. Work under the direction and supervision of the cooperating staff member. The relationship between them is professional – one of mutual respect and confidence.
3. Support the supervising staff members; not supplant him/her.
4. Treat all information as **confidential** and makes no statements outside of the classroom regarding the children, personnel or materials worked on.
5. Understand that the classroom teacher is responsible for content, instructional techniques and discipline.
6. Avoid expressing differences of opinion or dissatisfaction in the presence of students.
7. Address matters of concern with the supervising staff member or the building principal.
8. Adhere to the Cortland Enlarged City School District Dress Code and Code of Conduct.
9. Refer discipline issues to the supervising staff member.
10. When volunteering during school hours, sign in/out of the office and prominently wears a name badge while in the building.
11. Be dependable and punctual. Notify the cooperating supervisor in advance if he/she is not able to attend during the regularly scheduled time.

The Cortland Enlarged City School District reserves the right to deny and/or revoke volunteer privileges.