



Nordstrom Elementary School

FunVisor Volunteer Guidelines

Welcome and thank you for caring about your child's school and sharing in the education of the children of this community. This brochure has been prepared to offer volunteers specific information relating to duties and responsibilities of volunteers in our school. It is designed to help you become familiar with the volunteer program.

Working with Staff

- Be prompt and dependable.
- If you have a unique talent you'd like to share as a FunVisor activity, please feel free to offer your suggestions to the FunVisor coordinator(s) at nordstrom.FunVisor@gmail.com. Please put "New Activity Request" in the subject area.
- Communicate your questions and comments. If you can't understand something, always ask. Volunteering should be enjoyable and rewarding. If you are unhappy or concerned about something, discuss the situation with the staff.

Confidentiality

Volunteers are asked to consider CONFIDENTIAL whatever they may see or hear while on assignment in the school. This would include discussing a student's behavior or progress, with his/her own parents. The staff and students need to know they can trust you!

Volunteers Represent the School

As a volunteer, you not only serve the needs of the children, you also provide an important link between the school and the community. Students, their parents and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs.

Staff Responsibilities

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that are held responsible by law for the decisions that are made regarding discipline of students and school management. Volunteers supplement and support the program, but may not:

- Provide curriculum
- Discipline students
- Evaluate achievement
- Counsel students
- Discuss student progress with parents
- Have access to student records

Morgan Hill Unified School District requires all school volunteers working on the school grounds on a regular, on-going basis need to have their fingerprints and tuberculosis test results on file at the Morgan Hill Unified School District office. [You can find guidelines here.](#)

Dress and Behavior

Take your lead from the staff and dress appropriately for the tasks you are doing. We ask that your attire be neat and appropriate.

Your speech, physical contact, and behavior should serve as good models for the students.

Keep in mind that you are in a position to set a positive example for students. Accordingly, your appearance and behavior should attract no undue attention.

Student Discipline

Students rarely have behavior problems while working with volunteers. However, our school has detailed discipline plans and the responsibility for discipline rest with the professional staff. Please make the yard duty staff/FunVisor coordinator(s) aware of any discipline problem that might arise while you are working with a student. You should not be expected to discipline students.

Supervision of Volunteers

Volunteers are asked to work under the direct supervision of the school's professional staff. The District is responsible for the education, safety and well-being of each student. For this reason, the teacher or principal or FunVisor coordinator(s) must dismiss any volunteer whose actions may not be in the best interest of the school or students.

Working with Students

Call the students by name at each opportunity.

Accept the children as they are. Be ready to accept their differences in background, values, vocabulary and goals.

Closely observe the techniques used by the staff and try to model those methods.

Encourage and affirm the students.

Use positive comments that will allow the children to feel good about themselves. Praise even the smallest efforts or successes.

Admit to the children when you don't know an answer or aren't sure what to do. Feel free to ask the professional staff for assistance, if necessary.

Be caring, but firm. Patiently allow the students to think and to form their answers, but keep them on task.

Be a good listener, but be careful not to give advice or to make promises that you may not be able to keep.

Be friendly and enthusiastic it's contagious!

Keep your sense of humor and SMILE.

Dependability

Please be prompt and consistent. The FunVisor program uses [Signup.com](https://www.signup.com) to manage the FunVisor schedule. We know there will be times when you may be ill or unable to volunteer for good reason. However, please let the FunVisor coordinator(s) know as far in advance as possible. Remember, the staff will be expecting you on the days you are scheduled to volunteer and so will the students!

Approval for distribution of these materials does not imply endorsement by the Morgan Hill Unified School District (Board Policy 1325).

