

KES Volunteer Information

October 2021

Please read through this document to review/learn the procedures and expectations for volunteers at Kernersville Elementary. After you have completed reading the document and have reviewed the included links, please fill out the Google Form.

<https://forms.gle/k7DXeqHKoLtPSANTA>

Before You Volunteer

Types of Volunteers

- *Work with Students: Tutor, classroom help, field day, field trips, mentor, clubs, book fair, Project Impact*
- *School Support: PTA, Backpack Program, office/library assistant, preschool tours, clothing closets, organizing donations, family breakfast*

Dress Code

- *Masks are to be worn at all times over mouth and nose*
- *Exhibit a neat, well-groomed appearance per WS/FCS Policy 4116.8 (see resources below to read this policy in full)*

School-Wide Expectations

- *Be prompt*
- *Call the office or volunteer coordinator if you are unable to arrive at your scheduled time*
- *Personal calls while on duty are discouraged*
- *Please do not bring preschool-aged children along as you volunteer unless approved through the volunteer coordinator*
- *If you are injured while on duty, please see the school nurse immediately*
- *Eating and drinking while on duty is not permitted*
- *Smoking is not permitted anywhere on WS/FCS property*

While You Volunteer

Check-In

- *Sign-in as a volunteer using the Identi-Kid computer by the front office*
- *Belongings/Personal Items can be kept in Room 23*

Complete your Service

- *Find your post and touch base with the person overseeing your task (i.e. classroom teacher, volunteer coordinator, PTA president, etc.)*
- *Adhere to the rules of your volunteer post/ Ask the person overseeing your task if you are unsure of any regulations as you perform your duties*
- *Complete your task to the best of your ability and know we appreciate your commitment to our school*

Check-Out

- *Pick up any personal items left in Room 23*
- *Sign-out on the Identi-Kid computer before you leave*

After You Volunteer

Volunteer Frequency

- *Some volunteers are scheduled on a weekly or monthly basis and continue to serve regularly throughout the school year*
- *Other volunteers serve periodically as their schedule allows*
- *Check your email for new or ongoing volunteer opportunities throughout the school year or call the school office to inquire about continuing your volunteer service*

Confidentiality

- *Volunteers are expected to maintain student and staff confidentiality at all times*
- *Any records that hold confidential information should be stored at school or disposed*
- *Volunteers are expected to maintain a professional attitude, which upholds confidentiality, in any sensitive situation within the school*
- *Violation of confidentiality can result in termination of volunteer status*

Questions or Concerns

- *If you have any questions or concerns regarding your volunteer experience, please reach out to **Katie Lutz, Volunteer Coordinator**, kelutz@wsfcs.k12.nc.us, **336-703-4100***

Other Resources for Volunteers

Volunteer Handbook

- English:
https://www.wsfcs.k12.nc.us/cms/lib/NC01001395/Centricity/Domain/1/2020-21_Volunteer_Handbook.pdf
- Spanish:
https://www.wsfcs.k12.nc.us/cms/lib/NC01001395/Centricity/Domain/1/2020-21_Volunteer_Handbook_Spanish.pdf

District Information and Policies

- <https://www.wsfcs.k12.nc.us/Page/118991>

Volunteer FAQs

- <https://www.wsfcs.k12.nc.us/Page/118992>

Quarantine Guidance for Exposed Students or Staff (including volunteers)

- <https://www.wsfcs.k12.nc.us/owf>

