

BASIC VOLUNTEER PROCEDURES

- Be sure to sign in and out of the building each time you visit to volunteer.
- Always visibly wear a district-issued volunteer badge while in school.
- Be reliable. Call or email the building secretary ahead of time if you cannot fulfill your volunteer assignment. Contact information for each school can be found below.
- Confidentiality is important. Remember that anything overheard concerning students or staff should never leave the building.
- We ask that only the approved volunteer reports to the volunteer assignment. Please do not bring others, including children, with you when you volunteer.
- Keep in mind that you are here to support teachers. Please refer to the classroom teacher for his/her preferred method of dealing with day-to-day situations.
- Remember – if you don't know – ask! We'll be glad to help!

VOLUNTEERING WITH STUDENTS

- A student's name is very important. Make every effort to remember the names of the students with whom you work.
- Be sure the students know your name – establish in the beginning how they are to address you. Check with the classroom teacher as to what is normally done in the school.
- Demonstrate your interest in the students by asking them about their activities.
- Help build students' self-confidence by pointing out the improvement you see in their work, manners, etc. Even when helping to correct a students' work or manner, try to start the conversation by discussing the positives.
- Discuss student behavior and/or progress only with the teacher or school administrator.
- Keep in mind that students will model the behaviors they see adults displaying – whether that adult is a staff member or a volunteer.
- Common sense and cool heads are always the best in any situation.
- In general, volunteers should never be alone with a student. The only exception to this rule is for volunteers who have obtained all clearances (Act 151, Act 34 and Act 114) and were approved as an "unsupervised" volunteer.

BUILDING CONTACTS

<p style="text-align: center;">CARNEGIE ELEMETARY 301 Franklin Avenue, Carnegie, PA 15106 412-429-2500 (press 8 to dial direct extension) Principal - ext. 3336 Secretary - ext. 3337</p>	<p style="text-align: center;">CRAFTON ELEMENTARY 1874 Crafton Blvd., Pittsburgh, PA 15205 412-429-2500 (press 8 to dial direct extension) Principal - ext. 4301 Secretary - ext. 4320</p>
<p>CARLYNTON JUNIOR-SENIOR HIGH SCHOOL 435 Kings Highway, Carnegie, PA 15106 412-429-2500 (press 8 to dial direct extension) Principal - 1109 Secretaries - ext. 1108 or, ext. 1117</p>	