

# ***VOLUNTEER GUIDELINES...***



**Valuable is the work you do.  
Outstanding is how you always come through.  
Loyal, sincere and full of good cheer,  
Untiring in your efforts throughout the year  
Notable are the contributions you make  
Trustworthy in every project you take  
Eager to reach your every goal.  
Effective in the way you fulfill your role.  
Ready with a smile like a shining star  
Special and wonderful that's what you are.  
*(the director of 'Ronald McDonald House')***

## **GUIDELINES WHILE VOLUNTEERING IN CENTRAL SCHOOL**

- **As per our handbook, all visitors must sign-in and obtain a visitor's badge at the main office. Visitors must also sign-out when leaving the building.**
- **Please park in the lot between the middle school and Central School.**
- **Volunteers should not be stopping in classrooms and/or alternate locations to visit with their children (i.e. the cafeteria). Please respect this guideline, as we would like to avoid disruption to the learning experience and we want to provide fairness for all.**
- ***Confidentiality must be respected.* As you join the learning community, as a volunteer, our staff and families are trusting that school business remains confidential.**
- **The teachers' room is reserved for teacher lunches during the hours of 11:05-1:15. If you need the copy machine during this time, please visit the main office for permission to use the Riso machine or office copier.**
- **If you are copying items in bulk, please ask Vera or Kathy in the main office for instructions on how to use the Riso machine.**

***Thank you for your on-going efforts and for being an active part of Central School's learning community! ~Danielle Hamblin; Principal***