



Le Monde French Immersion Public Charter School  
2044 E. Burnside, Portland, Oregon 97214  
[www.lemondeimmersion.org](http://www.lemondeimmersion.org)

## Volunteer Guidelines

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Volunteers who contribute their time and talents to Le Monde are a valued asset and make a significant contribution in helping the school accomplish its educational mission. Volunteers at Le Monde may work in a number of different capacities including as lunch supervisors and field trip escorts.

The safety and well-being of each child must be the primary consideration in every situation. To protect the safety and welfare of students, all volunteers will work with students in a supervised or public environment.

1. A "supervised environment" is defined as one where a staff member or another volunteer is present.
2. A "public environment" is defined as a space where volunteers and students are easily observed.

### Inappropriate Behavior

For volunteers, respecting the rights of children means the volunteers must not:

- Encourage affection from or dependency in students (e.g., by giving gifts)
- Initiate intentional physical contact with students
- Intimidate or humiliate others, or create a disrespectful environment
- Discipline any child, as this is the job we have delegated to our teachers and staff

### Punctuality & Reliability

The valuable time that our volunteers contribute can be used most effectively if teachers and staff know they can rely on schedules. If you can't make it for your scheduled time or will be late, please notify the staff person with whom you signed up to volunteer.

### Respect for the Learning Environment

Teachers are in the best position to determine the most effective use of volunteers for their classrooms. Remember that every task is an important contribution to the teacher's ability to focus on classroom instruction. Accordingly, some or all of the time that you spend volunteering may be spent outside of the classroom.

### Confidential Information

As a volunteer, it is possible that you will learn confidential information about students in your school. It is of critical importance that you keep that information confidential and not divulge it, even to friends or

family. Students and parents trust you – just as they do staff members – to maintain their rights and privacy. Volunteers do not have the right to access personnel files of employees or the records of students. If you observe that a student has behavioral concerns or needs, please do not share that with others except staff members.

### **School Rules and Guidelines**

- Volunteers must always sign in at the Le Monde office. Lunch volunteers who work at the kitchen should sign up there.
- Always work with students in the presence of another adult or in an area where you are easily observed.
- Please do not bring younger children with you when you volunteer.
- Please turn off your cell phone when in the classroom.
- Student discipline is the responsibility of the teacher and/or the Head of School.
- Please remember to dress appropriately for the activity.

### **Background Checks**

For the safety of our students, all school volunteers will be asked to complete a criminal background check, including fingerprinting, **before** volunteering. Background checks may take a number of weeks to be processed, so please plan accordingly. The school office manager/secretary, Terry Coleman, has information about how to obtain a background check.

### **Child Abuse**

Volunteers should report suspected incidents of child abuse. This can include physical abuse, sexual abuse or neglect. If you suspect child abuse, please bring this to the attention of the Head of School and the Executive Director.

### **Drug, Tobacco and Alcohol-Free Policy**

Le Monde has a drug and tobacco free workplace policy and prohibits the use of drugs, alcohol, and tobacco on school grounds or school field trips.

### **Emergencies**

Le Monde has evacuation maps posted in each room and in the halls. Please study the map and become familiar with the required evacuation routes and locations of exits and fire alarms.

### **Harassment and Discrimination**

Harassment and discrimination are not permitted at Le Monde. If you observe harassment or discrimination you should report the incident to the Executive Director.

### **Weapons Policy**

Le Monde has a “zero-tolerance” policy for weapons in the school building. If you suspect that someone is carrying a weapon at school, please note the person’s appearance and location and report the information to the Head of School immediately.

### **Information Resources**

Please review the Family Handbook, located on our website, for other policies and procedures.

**Thank you for volunteering at Le Monde!**