

**I. General Information**

- A. Volunteer Requirements:
  - 1. A desire to volunteer;
  - 2. A positive attitude;
  - 3. A willingness to work with many students of varying ability;
  - 4. A completed Volunteer Application; and
  - 5. A signed Volunteer Agreement and Release.
- B. Evaluation:
  - 1. As a volunteer your performance will be evaluated by the teacher or staff member for whom you work and building administrators.

**II. Reporting and Assignment Responsibility**

- A. You must report to the main office to sign in and receive any special instructions before going to your volunteer assignment.
- B. After signing in you will receive a "Visitor" badge that must be worn at all times while on school property.
- C. You may be escorted to your assigned classroom or worksite, if you are unfamiliar with the building. You must go directly to your assigned classroom or worksite and not wander around the school or visit other classrooms.
- D. Be sure to discuss your volunteer assignment with the teacher or staff member to whom you have been assigned to ensure that you understand exactly what is expected of you. If you finish early and it is appropriate, you may ask for an additional assignment. However, do not take it upon yourself to do something beyond what was requested of you.
- E. If your volunteer assignment calls for presenting information to students, you must be mindful of their age, maturity, and sensibility in what you say and how you say it. Do not try to tell the teacher how to do his/her job.

- F. At the end of a your assigned task, you must return directly to the main office to return your badge and sign out. Do not walk around the school or visit other classrooms.
- G. If you have any questions during or after your volunteer assignment, feel free to discuss them with the teacher or staff member to whom you have been assigned or a building administrator.

**III. Student Welfare**

- A. Safety is a matter of good discipline and common sense. Accidents may occur during the transition from one activity to another, so it is necessary for you to be alert to what the children are doing at all times.
- B. Under no circumstances are you to be alone with students; your primary purpose is to assist or help teachers or other staff members.
- C. Fire Drills occur twice a month. You must be prepared to evacuate the building with the students and teachers on short notice. Evacuation routes are posted in each room; please review them before you start your volunteer assignment.
- D. Students regard adults as role models and model their behavior. As a volunteer you are setting a behavioral standard; so, you must use appropriate language and topics of conversation when talking with students. Also, you must dress appropriately by following the school rules in the Student Attire section of the Parent Handbook.
- E. If you are ill on the day of your volunteer assignment, please stay home and recuperate. We are concerned about you welfare also. As a common courtesy you should notify the individual that scheduled your volunteer assignment that you will not be able to make it.
- F. Each student has strengths and weaknesses. Promote student self-esteem by being non-judgmental and providing

encouragement and praise. Never belittle or berate a student.

- G. If you have an infant or toddler, please arrange for appropriate daycare.

#### **IV. Confidentiality**

As a volunteer, you will be coming in close contact with students and staff members. You must respect the privacy of individuals and never discuss the progress and/or behavior of students, your observations about teachers or staff members, or professional matters of a confidential nature that you might learn at any time outside the school.

#### **V. Student Discipline**

- A. One of the most difficult tasks for any volunteer is to witness a disturbance and feel that they are unable to do something about it. Contrary to that belief, there is a great deal you can do to assist with student management and it begins with effective communication. If you are assigned to a classroom, it is part of your responsibility to help the teacher maintain good discipline by immediately reporting inappropriate acts to the classroom teacher. If your volunteer assignment is outside the classroom and you witness inappropriate activity by a student or students, please report it to an administrator (or the classroom teacher, if you know who that is). You are never to scold or discipline a child. For legal reasons, only teachers or administrators may impose discipline.
- B. As part of our school rules, we do not tolerate the following behaviors from students:
1. Disrespect of other students, teachers, or staff members;
  2. Destruction of property;
  3. Aggressive physical behavior;
  4. Loud, abusive, or foul language;
  5. Being in the building unsupervised;
  6. Inappropriate behavior when there is a substitute teacher;

7. Disorderly conduct (especially in the hallways);
8. Poor behavior in the lunchroom;
9. Harassment of any kind (physical threats, sexual comments, etc.); and
10. Wearing inappropriate attire.

#### **VI. Conclusion**

We all benefit when volunteers assist in our schools. We hope that you find it an exciting, rewarding, and challenging experience. As a volunteer, you are being asked to briefly reach out, contact, and affect the lives of our youngsters. Please remember that it is about the children.