



SCHOOL VOLUNTEER GUIDELINES

- ❖ VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY concerning information they see and hear concerning students and staff, including students' grades, records, and abilities.
- ❖ Volunteers DO NOT discipline students. Please report discipline problems to the teacher.
- ❖ Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- ❖ Volunteers agree to abide by all school policies including, but not limited to, food guidelines, traffic patterns, faculty instructions, cell-free drive zones, tobacco-free school & facilities, etc.
- ❖ Volunteers agree to report child abuse or suspected abuse to the site administrator.
- ❖ Volunteers may not give any medication to students.
- ❖ Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- ❖ Volunteers' discussions with teachers should not interrupt class time.
- ❖ Volunteers are not to bring any minor children or other siblings to any classroom event.
- ❖ Volunteers' comments should not be written on student papers that are to be sent home.
- ❖ Volunteers should not laugh at or belittle student answers or efforts.
- ❖ Volunteers should contact ONLY school staff members with any concerns regarding students.
- ❖ Volunteers are assigned only to staff members who request their services.
- ❖ Volunteers should set a good example for students by their manner, appearance, and behavior, and should be well-groomed and appropriately dressed.
- ❖ Volunteers should not compare and criticize teachers and/or students.
- ❖ Volunteers should be in good physical and mental health.
- ❖ Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- ❖ Volunteers may not conduct personal business at school.
- ❖ Volunteers should never touch students in any way that is aggressive, disciplinary or sexual in nature.
- ❖ Volunteers may not make any purchases for which they will request reimbursement unless it is approved by the administration in advance.
- ❖ All volunteers must **Sign In** and **Out** in the office before proceeding to their volunteer site during and after schools hours.
- ❖ All volunteers or visitors **MUST WEAR AN IDENTIFYING NAME TAG** approved by the school's administration.

Yes, I have read and agree to abide by **all** School Volunteer Guidelines.

In addition, all volunteers must read, sign and adhere to the School Volunteer Code of Ethics.

Volunteer Name: (print – First, Middle Initial, Last names)

Signature

Date