

DuFief Elementary School Volunteer Guidelines

1. Please sign in the office each time you are on school grounds. You must have the secretary sign you in on the computer. It is necessary for staff to know who is in the building in the event of an emergency.
2. Please wear a volunteer identification sticker whenever you are volunteering. These stickers are necessary to identify you as a volunteer.
3. Please maintain STRICT confidentiality with all matters, whether positive or negative, pertaining to school, staff, and students.
4. Please do not bring younger children with you when you volunteer or chaperone. Please be aware that younger children can be a distraction to teachers and students. The school insurance does not cover them and the office equipment (laminator/copy machine/paper cutter) is of particular concern.
5. Please stay in the area where you are volunteering, unless a staff member instructs you otherwise.
6. If there is a fire drill while you are on school grounds, you must exit the building by the nearest door and check in with the nearest school personnel with a walkie talkie.
7. If you're working with students, please see the [MCPS volunteer guidelines](#).

Thank you for being a DuFief Volunteer!