MT. STUART ELEMENTARY SCHOOL

Mt. Stuart Volunteer Guidelines 26-27

At Mt. Stuart Elementary, the primary purpose of volunteers in elementary classrooms, is to provide additional support to the teacher by assisting with student activities, reinforcing learning concepts, and creating a more positive and engaging learning environment, ultimately benefiting both the students and the teacher by fostering a stronger connection between home and school.

To help support the fostering of this strong connection, we ask that you follow these guidelines:

- Always check in and out of the front office.
- Wear your visitor badge so that it's easy to see.
- Honor confidentiality of staff and students.

Safe Interaction with Students

All volunteers should work under supervised conditions. This means:

- There should be another volunteer or employee in the area when you are with student(s). If you are working one-on-one or in small groups away from the classroom, leave the door to the room open or stay in an open area.
- To protect your privacy, and that of students, do not ask for a student's address, phone number, take a picture, and other personal information.

Safe Verbal Communication

- Keep conversations academic or interest focused.
- DO NOT focus on home life.
- Be a good listener, keep comments or opinions to yourself.
- If a student shares any information that causes you concern about their safety or health please do not ask further questions. Tell the teacher, Admin., or Counselor. Please keep the content of the information and action you took confidential.
- Refrain from talking about students with other volunteers.
- Refrain from talking about students with the teacher while students are present.

Other Important Information

- To serve students best, be sure to prearrange your volunteer times with classroom teachers. Stay in your designated area, let the office know if you are going to another area. This is for safety reasons.
- Respect the classroom time by coming and leaving at arranged times.
- High fives are great. Only side hugs if the student asks for a hug.
- NO gifts should be given or homemade food items due to allergies.

Your signature acknowledges that you have read & understand the above guidelines.

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Volunteer Signature Date