

## General Guidelines for Volunteers

- Volunteers work under the direction and supervision of the teacher/principal. The relationship is to be one of mutual respect and confidence.
- Volunteers shall work within the rules of the school and individual classrooms.
- Volunteers shall maintain appropriate adult behavior at all times and shall expect age-appropriate behavior from students.
- Volunteers shall always treat the teacher, students, and other parents/guardians with respect and shall not criticize or make negative comments about them to, or in front of, students.
- The volunteer shall exhibit behavior towards students, staff, and other volunteers that is respectful and assumes equality toward members of the same and opposite sex, all ethnic/racial and religious groups, age, creed, sexual orientation, national orientation, and disability and shall not make any comments that could be construed as discriminatory. Volunteers shall respect cultural differences.
- Volunteers should not promote any commercial products.
- Volunteers should not promote any religious doctrines or beliefs.
- Volunteers should not promote any political candidates or parties.
- Volunteers should not lend money to students or give any student gifts, money, or food without the teacher's permission.
- Volunteers should be generous with praise and courteous with criticism.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.

### Helpful Hints about Volunteering

- Volunteers should be themselves. It will take time and patience for both the volunteer and students to feel comfortable.
- Volunteers should call students by name.
- Volunteers should be sure students know their names (i.e. Mrs. Jones, Mr. Smith)
- A few minutes of casual conversation is a good way, to begin with a student. Face the student and maintain eye contact.
- Volunteers should be enthusiastic about what they are doing. Students will be able to determine a volunteer's interest level in the activity.
- Be a good listener. Students may share ideas about their home or school problems. Listen. Remain neutral. Refrain from advising. Maintain confidentiality.

### Absences

If volunteers are unable to make it to school for one of their scheduled visits, they are asked to contact the school and leave a message for the teacher. Please provide the teacher with as much advance notice as possible.

### Arrival in School

When arriving at a school to assist with classroom activities, volunteers should report directly to the office where they will be asked to sign the visitor's log and secure a numbered visitor's

badge. The badges must be worn and visible throughout a volunteer's stay in the school, and the badges should be returned to the office when signing out for the day. Volunteers will be asked about the nature of their visit, and during their first several visits, will be escorted to their classrooms by a staff member.

Automobiles on School Property Volunteers are asked to use extreme caution while driving on school property. Please observe the 15-mile-per-hour speed limit. Use only the designated entrances and exits. There are to be no cars parked in the driveways of the school. Visitors are asked to stay clear of bus loading zones during arrival and departure times.

#### Dress Code

Volunteers should take care to wear clothing that is appropriate for a school setting. Clothing with tobacco products or alcoholic beverage logos is prohibited. Also, clothing with suggestive or profane messages should not be worn.

#### Safety Drills

All schools conduct safety drills. Should there be a drill in the school while a volunteer is in the building, the volunteer is expected to participate in the drill.

#### School Closing- Weather Related

If serious weather conditions necessitate the closing of the school, notice of such closing will be broadcast by local radio and television stations. If a volunteer is scheduled to visit on a day when a two-hour delay is called, he/she may still follow his/her assigned schedule unless he/she volunteers first thing in the morning. If weather conditions are such that a volunteer would prefer not to travel, he/she is asked to contact the school office to leave a message for the teacher.