

## **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 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 preschool children into the classroom during instruction time.
- 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.
- Comparing and criticizing teachers and students is not acceptable volunteer behaviors.
- 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.