

## **Volunteer procedures**

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship with the students, teachers, and school staff.

Please help keep our program running smoothly by following these guidelines:

- \* Sign in at the office when you arrive at school.
- \* Wear your volunteer button or name tag.
- \* Sign out at the office when you leave.
- \* Return your volunteer button or name tag.

### **As a volunteer, please ...**

- \* Respect confidences of student and school personnel.
- \* Follow the guidelines established by the school such as dress code, hours of work, adult behavior, values and all regulations, rules, and policies stated for school employees and volunteers.
- \* Use reasonable judgment in making decisions, then as soon as possible, consult with school staff for future guidance.
- \* Be considerate, respect competencies and work as a member of the team with the staff and students. Realize that you do not have instructional, evaluation, decision-making or teaching responsibilities for students, but are expected to enrich and extend learning opportunities for students and promote educational excellence for the school system.

### **Guidelines for working with children**

- \* Encourage children to do their own thinking.
- \* Give students plenty of time to answer.
- \* Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviors.
- \* Respect children's privacy. If a child or teacher reveals personal information, regard it as a confidence.
- \* Help build students' self-confidence and keep a positive attitude. Remember, effort and attentiveness can be as important as performance.

### **What a Teacher Can Expect from Volunteers**

**Confidentiality:** When volunteering, please remember that the behaviors and abilities of students, teachers, and staff are never appropriate topics for discussions

outside of school. Respect confidences of students and school personnel. Be alert to the need for confidentiality.

**Dependability:** The staff you work with will depend on you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will expect you and look forward to you coming to their class. Therefore, if you will not be able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member. Also, please be prompt. Being punctual lets the students know they are important to you. If you must be late, notify the school office.