



Penrose Elementary Volunteer Guidelines



VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY about information they may 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 by a school staff member 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 children on campus during instruction times that are not enrolled in the school.
- * 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 who have concerns regarding students should ONLY contact school staff members.
- * 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 are 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 MAY NOT EVER touch students in any way that is aggressive, disciplinary or sexual in nature.
- * All volunteers must Sign In and Out at a location designated by the principal before proceeding to their volunteer site during and after schools hours.
- * All volunteers or visitors MUST WEAR AN IDENTIFYING NAMETAG approved by the school's administration.

 Yes, I have read and agree to abide by all School Volunteer Guidelines.

Volunteer's Signature: _____ **Date:** _____