

Expectations of Volunteers

Complete the required application paperwork and attend orientation and training sessions as needed.

Be prompt and dependable. Please notify the school volunteer coordinator if you cannot attend at your scheduled time or to re-schedule.

Sign in and out upon arrival and departure. **Wear your nametag** for identification.

Communicate. Ask questions, share ideas, get to know the staff and other volunteers. Don't hesitate to call, leave a note, or ask for a meeting to discuss any problems or concerns that may arise. Every problem is solvable with respectful, and honest communication.

Support and supplement the programs of the classroom teachers and school staff. The volunteer's role is one of assistance.

Be a positive role model for children with proper attitude, behavior, language, and dress. Let your conversations demonstrate respect for others, and avoid language that may be perceived as discriminatory, sexist, or offensive.

Be respectful of children's diversity of culture, religion, and background. Don't assume the child celebrates the same holidays (Christmas, Easter, Halloween, or even their birthday). Also don't assume the make-up of the child's "family" (size, race, or gender). Practice correct pronunciation of the children's names if they are unfamiliar. Show interest in the student(s) cultures and learn more about those cultures.

Be confidential. Respect the confidential nature of the knowledge you gain concerning the academic performance, behavior and personal information of the children with whom you work. Discuss concerns with the teacher or volunteer coordinator, not with other volunteers, parents, or acquaintances.

Notify the teacher, principal, or volunteer coordinator if a child tells you something or you notice something that may indicate his/her safety is at risk or he/she is in emotional distress. Staff will do the necessary follow-up.

Protect privacy. Do not ask for a student's address or phone number, and do not share yours with the student(s).

Maintain contact only in school setting. Do not initiate contact with the children with whom you work or their families outside of the school or program setting.

Follow "safe touch" suggestions. Volunteers do not *initiate* touching a child (hand-holding, hugs, lap-sitting), but may respond to a child's initiation of appropriate touch. Respecting a child's right to say "no," volunteers *may accept hugs from the student*, if initiated by the child first.

Photos of child are private. Please do not take a photo of the child you tutor. If you are provided a photo of the child by staff person, please do not share photo on Facebook, photo libraries, or other forums that are accessible to others.

No Technology. This is time for personal interaction with your child. Please do not use IPADS, phone apps, etc. unless it is requested by the teacher in direct correlation with an activity.

Work with provided curriculum and teacher feedback. Do not bring your own or curriculum items to the lesson. If you need help or activities please see the classroom teacher.

Gifts for students are inappropriate. Don't bring gifts or food treats for *individual* children. With teacher approval, volunteers may bring snacks for the entire classroom (for the teacher to distribute when appropriate) or they may make a donation of books or supplies for the classroom.

Ensure positive closure. If you plan on ending you volunteer involvement before the end of the year, please notify your teacher and the volunteer coordinator. It is especially important if you are working with a child that the student is clear about your final date with him/her. The child needs to be left with the clear message that you have enjoyed working with him/her.