

VOLUNTEER EXPECTATIONS

- Before any person begins volunteer service in a school, the principal and volunteer coordinator, should make sure of the person's volunteer approval status in the district.
- Upon arrival at the school, volunteers should always report to the office or the designated volunteer sign-in place.
- Volunteers should dress in a manner that is appropriate for a school setting.
- If the Volunteer Coordinator is available, volunteers should check in with this person if possible.
- If working directly with a student, e.g. as a tutor, the volunteer should be prepared -- have materials ready and lesson plan in place.
- Volunteers should wear a name badge where it can be easily seen.
- Volunteers should be alerted to avoid using the children's restrooms --the volunteer coordinator or secretary can make sure they know the location of the faculty and staff restrooms and they should use these at all times.
- Volunteers should make every effort never to be alone in a room with a student.
- Volunteers do not break up disruptions or fights among students or adults in the school; they should immediately alert a staff member, and ask that person how they might assist in a specific circumstance.
- Volunteers should report any suspicion of abuse to the principal, teacher, or appropriate support staff person.
- Volunteers should not meet with or contact students outside of the school setting without written consent of school and family.

For additional information or concerns, contact:

The Office of Volunteer Service

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