

**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 or contact students outside of the school setting.

For additional information or concerns, contact:

Office of Volunteer Services

Ricci Sykes – 345-4554 (ricci.sykes@slps.org )