



## VOLUNTEER EXPECTATIONS

- Before any person begins volunteer service in a school, they must complete and submit to a background check and be approved through the Office of Volunteer Services.
- Upon arrival at the school, volunteers must 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 Family & Community Specialist is available, volunteers should check in with this person if possible.
- If working one-on-one with a student, e.g. as a tutor, the volunteer is expected to be prepared – have materials ready and lesson plan in place.
- Volunteers will always wear a name badge where it can be easily seen.
- Volunteers should avoid using the children’s restrooms. Adult restrooms should be used at all times and should be pointed out to volunteers by the school secretary, principal, or Family & Community Specialist.
- 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
- Volunteers should report any suspicion of abuse to an adult in the school. All SLPS employees are mandated reporters.
- Volunteers should never exchange contact information with their students or their students’ families, including but not limited to phone numbers, email addresses, and social media.
- Volunteers will not meet or have any contact with students outside of the school setting.
- Gifts of any type for students or their families are not allowed.

For additional information or concerns, please contact:

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