

## *Expectations of Our Volunteers*

1. Please sign-in and pick up a visitor/volunteer sticker/badge to wear upon arrival when volunteering at any of our school sites and remember to sign-out when leaving.
2. Great communication is key. Let the school site know what types of things you would like to help with and what you are, and are not, comfortable doing.
3. Be a good listener. Encourage students with positive words and comments.
4. Being flexible, especially in the classroom, keeps tasks running smoothly.
5. Contact teachers via email, voicemail, or before and after class. Class time must be focused on the students.
6. It is not a volunteer's job to discipline a student. It is acceptable to stop unsafe or unkind behavior. School personnel must be informed immediately if any discipline issues arise.
7. Be dependable and on time. If you do run late, try not to interrupt classroom instruction.
8. If you are volunteering in your child's classroom, treat your child as you would any other child in the class. Make outside arrangements for childcare for younger siblings instead of bringing them to school during volunteer time.
9. Don't gossip. Volunteers may hear or see things that are private information concerning a student. It is expected that our volunteers keep this information confidential.
10. Don't compare one student to another. Accept each child as he/she is.
11. Know and follow classroom/school rules.
12. Most of all – Strive to widen the horizons of our students by being a concerned, helpful, warm, and friendly role model with a sense of humor.

