

School Volunteer Expectations & Guidelines

Welcome!

Thank you for volunteering at our school! Your time and support make a meaningful difference in the lives of our students. To ensure a safe, respectful, and productive environment, please review the following expectations.



Our Shared Goal

All volunteers help support a safe, inclusive, and positive learning environment for every student.



General Expectations

- Sign in at the main office and wear your visitor badge at all times
 - Follow all school rules and staff directions
 - Arrive on time and notify the school if you are unable to attend
 - Maintain a positive and respectful attitude with students and staff
 - Use appropriate language and behavior at all times
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Working with Students

- Support the teacher/staff member—do not replace them
 - Encourage students, but allow them to do their own work
 - Treat all students fairly and without favoritism
 - Use positive reinforcement and redirection when needed
 - Refer any discipline concerns to school staff
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Confidentiality & Privacy

- Protect student privacy at all times
 - Do not discuss student behavior, academic performance, or personal information outside of school
 - Follow guidelines under the Family Educational Rights and Privacy Act (FERPA)
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Prohibited Activities

For student safety, volunteers may NOT:

- Be alone with students unless specifically authorized
 - Transport students in personal vehicles
 - Administer medication or provide medical care
 - Use personal devices to photograph or record students without permission
 - Share student information on social media
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Technology & Social Media

- Do not “friend,” follow, or message students on social media
 - Avoid posting photos or identifying information about students
 - Use school technology only as directed by staff
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Safety & Emergencies

- Follow all school safety procedures and drills
 - Report any safety concerns immediately to school staff
 - In case of emergency, follow staff directions
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Volunteer Conduct

- Dress appropriately for a school setting
 - Maintain professional boundaries with students
 - Avoid physical contact unless appropriate (e.g., high-five)
 - Refrain from bringing younger children or guests unless approved
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Attendance & Commitment

- Be consistent and reliable
 - Communicate schedule changes as early as possible
 - Sign out when leaving campus
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Reporting Concerns

If you observe:

- Unsafe behavior
- Suspected abuse or neglect
- Bullying or harassment

Report it immediately to a teacher, administrator, or school office.



Questions or Support

If you are ever unsure about your role or expectations, please ask a staff member—we are here to help!



Thank You!

We appreciate your time, energy, and commitment to our students and school community!