

## **Volunteer Guidelines and Expectations**

### **THE COMMITMENT**

The commitment that volunteers make to our students is a significant one. As they participate in school activities, volunteers are looked upon as role models. Therefore, it is imperative that volunteers conduct themselves in an appropriate and responsible manner.

If a volunteer has a question about a policy or a procedure, he/she should follow the proper channels within the school, and ask the appropriate person: the teacher, the principal or the superintendent. It is usually best to begin with the assigned teacher.

It is a violation of District policy and the Volunteer Guidelines to make disparaging comments about one's colleagues, students, parents and other members of the community that are encountered as a result of your volunteer service. Each volunteer shall keep in confidence personally identifiable information obtained in the course of volunteering. By virtue of your position as a volunteer you are held to a higher standard. Be cautious when posting information utilizing programs such as MySpace, Facebook, Twitter, YouTube, Blackberry pinning, blogging, texting, etc.

Avoid:

- Posting student names and photographs
- Discourteous behavior
- Inappropriate language
- Malicious or intentionally false statements about a colleague

### **SIGN-IN and SIGN-OUT INFORMATION**

Each time a volunteer enters a school or arrives at an activity to volunteer; she or he must sign in at the building office and sign out when she or he is ready to leave the school or activity. This requirement is necessary for the following reasons:

1. Safeguarding our students and maintaining campus security is of the utmost importance.
2. In case of an emergency telephone call, the volunteer can be located.
3. Volunteers that are in the classroom more than one time per week are required to submit a schedule that defines the days and times to work in the classroom/school during the course of the day/week. This schedule must be approved by the principal and teacher at least a week in advance of volunteering.

Volunteers support the basic aims of education by:

- Maintaining consistent and regular attendance.
- Following all regulations and procedures of the school and the district.
- Adhering to school dress code.
- Discussing school problems and issues with staff members at appropriate times.
- Observing discretion in commenting on school matters.
- Leave personal concerns and pressures at home. Leave school problems at school.

### **STUDENT CONFIDENTIALITY**

Students in the Notus School District have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment").

You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, grandparents, or nurses/physicians. A grave medical emergency, in which confidential information may be necessary for a student’s care, is an exception. Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family.

Notify the principal, counselor, teacher, or school volunteer coordinator if a student confides in you about a situation of abuse or neglect. Staff will assist and support you with the reporting and follow-up protocols.

Know and observe all regulations and procedures in the assigned school (i.e. fire drills, accident reporting, lunch and coffee privileges, pupil restroom and drink privileges, inclement weather procedures).

Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it’s against the law.

**Statement of Understanding & Signature (Required):**

I have read the district’s policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.  
In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify Notus School District from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_

Procedure History:  
Adopted on: November 9, 2009  
Revised on: December 10, 2013  
Revised on: January 14, 2025