Roxbury Public Schools Volunteer Guidelines

Thank you very much for offering to volunteer time during the school day at one of the elementary schools in the Roxbury School District. The staff value your contributions to our school, as our partnership strengthens our community and enhances our students' educational experiences.

In an effort to ensure the safety and well-being of our students, we abide by Roxbury Board of Education Policy and Regulation 9180 - School Volunteers. Within this policy & regulation, it states: "Rules of Conduct for Volunteers:

- A volunteer may serve only under the direction and supervision of a teaching staff member.
- A volunteer should perform no duties other than those expressly assigned him/her.
- A volunteer must respect the individuality, dignity, and worth of each student. A volunteer must never punish or rebuke a student.
- A volunteer must not seek access to records about an individual student. A volunteer must respect the confidentiality of any information gained about an individual student, by whatever means.
- A volunteer who imparts information to students must be mindful of the age, maturity, and sensibility of those students and exercise proper care and discretion accordingly."

As you serve in this role, we greatly appreciate you maintaining the integrity and confidentiality of every student. As a volunteer for the school, you are a member of an educational team and you are asked to respect the following expectations:

- Follow safety protocol and procedures, inclusive of providing proper identification upon arrival, responding appropriately to all school security drills and emergency procedures, and refrain from opening any exterior door for any individual.
- Review this presentation on HIB to ensure that all volunteers of our school community are aware of the expectations for supporting students in this regard.
- Volunteer opportunities are for adults only. Siblings should not attend.
- All information concerning children, staff, & the school is confidential.
- Please do not discuss any child in front of other children or with other parents.
- Please do not text/post pictures, videos, or commentary regarding your classroom experiences on social media.
- Please refrain from using your cell phone when in the classroom.
- Act as a positive role model to students.
- Maintain a caring, supportive, and professional demeanor.
- Adhere to practices that support a perfume free, latex free, and peanut/tree nut free environment.
- Report any concerns, misbehavior or alleged misbehavior directly to the classroom teacher.
- Just a reminder:
    - If you or a member of your family is symptomatic (i.e. fever, cough, chills, sneezing, etc), please refrain from volunteering that day.
    - If your child is going to be absent from school for any sickness on the day when you would be volunteering, we respectfully ask that you refrain from volunteering on that day.

Please note: Acknowledging VOLUNTEER GUIDELINES in Genesis signifies that you have reviewed this information, inclusive of the linked HIB presentation. Not following these guidelines may impact the ability to volunteer for future school events.

Again, your support as a School Volunteer is greatly appreciated. We look forward to the work that we will do together to enhance the school experience for all students.