

Title: Volunteer Guidelines.

Control Information

Control Item	Details
Owner/Curator	Sue Shackelford
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Revision History

Revision	Date	Revision Description	Originator
A	Sept. 20, 2005	Initial release	K. Buchheit

1.1 Volunteer Characteristics

- * Honest in approach and attitude.
- * Patient when working with students.
- * Flexible in responding to the needs of students.
- * Prompt, dependable and regular in attendance.
- * Friendly to teachers and children.
- * Appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each.
- * Supportive of teaching staff.
- * Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child.
- * Able to recognize the child's need to improve self-image and independent learning habits.
- * Willing to communicate regularly with the staff, expressing concerns and questions with teacher.

1.2 Volunteer Guidelines

1. Volunteers are dependable, punctual and wear volunteer tags while in school. If for any reason, you are unable to make your scheduled time, please make sure that there is a substitute for you.

2. Volunteers work under the direction and supervision of a member of the school staff; the relationship is to be one of mutual respect and confidence. Show the students that you care.

3. Volunteers will support teachers, not supplant them. Teachers are responsible for content and instruction in the classroom. Please remember that the teacher is the person in charge and will have the final word in any instance. Be respectful of new and/or different ideas and methods. If you have questions or suggestions about lessons, please either write them down or schedule a time to talk with the teacher - do not interrupt a lesson.

4. Volunteers will follow all classroom and school rules.

5. Volunteers shall always treat everyone with respect and shall not criticize or make negative comments about them to or in front of the students.

6. Information regarding individual students is confidential and only shared with a student's parent or guardian. This includes student needs, family background information, discipline, and attendance status. It also includes a particular student's strengths, weaknesses, behavior, work habits, personality or any other issue. Each child is entitled to a safe and private school environment. Any information that indicates a student may harm her/himself or another person must be reported to the teacher. If the student reports that he/she has been abused, that information must be reported to the teacher. This information should not be repeated to anyone else.

7. Please remember that during the school day, the teacher's main concern is all their students and their well-being. Concerns about a volunteer's child should be addressed at a time scheduled with the teacher and not "on the spot".

8. Volunteers are expected to read and follow the "Positive Behavior Supports Program".

This is a Bethany Charter School approved policy.

9. Volunteers shall exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and shall not make any comments that can be construed as racist, sexist or bigoted. Volunteers shall respect cultural differences and broaden their knowledge and understanding of human relations.

10. Volunteers must avoid promoting any commercial products.

11. Volunteers must avoid promoting any religious doctrines or beliefs.

12. Volunteers must avoid promoting any political candidates or parties.

13. Volunteers must avoid lending money to students, shall not indulge a child with gifts, money, food or presents.

14. Volunteers shall be generous with praise and courteous with criticism.

15. Volunteers will refer all potential disciplinary problems to the teacher.