



## GUIDELINES FOR VOLUNTEERS

*School administrators may develop additional guidelines, in addition to those mentioned below, to suit the specific needs of their school and its activities.*

### **School Volunteers are expected to:**

- Be respectful of staff and students at all times.
- Be prompt and on schedule.
- Notify the school in advance if unable to volunteer at the scheduled time.
- Treat all information that they have access to in the course of their duties in a confidential manner. In particular, a student's ability level, behavior or personal circumstances must not be discussed outside the school setting.
- Ensure that students under their care respect school property and school discipline codes. If problems arise, they should be reported promptly with necessary details to the appropriate school personnel, sponsor/ administration.
- Talk privately to the sponsor/administrator about any difficulties that they encounter in working with students or other school personnel.

### **Volunteers should not:**

- Engage in direct teaching of students except where authorized by the school administrator or designate and under direction from a teacher;
- Provide direct assistance to students with special needs except where authorized by the school administrator or designate and under direction from a teacher;
- Assume any duties or responsibilities in relation to the diagnosis of learning strengths or difficulties or the evaluation of a student's progress;
- Become involved in disciplining students when a teacher is present, or anything beyond a minimal level of intervention/discipline in the absence of a teacher;
- Engage in work traditionally performed by support staff.