

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.