



Volunteer Guidelines for Elementary Schools

Thank you for agreeing to help in our school. As a school volunteer we ask that you familiarize yourself with the following guidelines. These are extremely important to the safety and protection of our students.

The following guidelines should help your experience to be a successful one:

- Stop in at the main office and sign in as soon as you arrive. Please wear a visitor pass while you are in the building.
- When you report to the classroom for the first time, review the emergency exit plan posted near the classroom exits. All visitors must participate in emergency drills.
- If you are asked to work on school equipment such as the copier, laminator, or paper cutter, and have never worked on these machines, please ask for a school staff member to help.
- When you are working with students, a teacher should always be present.
 - Confidentiality is a very important part of our school. Please respect the privacy of all students and staff. Do not discuss individual student's behavior, academic work, or abilities.
 - If you experience a difficult time with a student, seek help from the classroom teacher or another staff member. Don't hesitate to ask for help.
 - Never touch a student, especially in anger. Don't attempt to grab their arms, coat or collar. If positive words don't solve the problem, get assistance immediately.
 - If a student says something to you that causes you some concern, please report it to the classroom teacher immediately.
- Please remember to sign out before leaving the building.

It is vital that we respect the dignity of each child and that we protect their right to privacy. We count on our volunteers to follow these guidelines. On behalf of the student and staff at Bayshore Elementary, we thank you for volunteering. We truly appreciate your help.

Volunteer's Signature

Date