



# Orange County Public Schools

445 West Amelia Street • Orlando, FL 32801-1129 • Phone 407.317.3200 • www.ocps.net

## **ADDITIONS SCHOOL VOLUNTEER GUIDELINES:**

- ❖ VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY concerning information they see and hear concerning students and staff, including students' grades, records, and abilities.
- ❖ Volunteers DO NOT discipline students. Please report discipline problems to the teacher.
- ❖ Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- ❖ Volunteers agree to abide by School Board Policy: ADC, Tobacco-Free Schools & Facilities
- ❖ Volunteers agree to report Child Abuse or Suspected Abuse to site administrator and the Department of Children and Families at 1.800.96ABUSE (1.800.962.2873).
- ❖ Volunteers may not give any medication to students.
- ❖ Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- ❖ Volunteers' discussions with teachers should not interrupt class time.
- ❖ Volunteers are not to bring preschool children into the classroom during instruction time.
- ❖ Volunteers' comments should not be written on student papers that are to be sent home.
- ❖ Volunteers should not laugh at or belittle student answers or efforts.
- ❖ Volunteers should contact ONLY school staff members with any concerns regarding students.
- ❖ Volunteers are assigned only to staff members who request their services.
- ❖ Volunteers should set a good example for students by their manner, appearance, and behavior, and should be well-groomed and appropriately dressed.
- ❖ Comparing and criticizing teachers and students are not acceptable volunteer behaviors.
- ❖ Volunteers should be in good physical and mental health.
- ❖ Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- ❖ Volunteers may not conduct personal business at school.
- ❖ Volunteers should never touch students in any way that is aggressive, disciplinary or sexual in nature.
- ❖ Volunteers must guard against private communications with students; (i.e. such as social media, texting, email...).
- ❖ All volunteers must Sign In and Out at a location designated by the principal before proceeding to their volunteer site during and after schools hours.
- ❖ All volunteers or visitors MUST WEAR AN IDENTIFYING NAMETAG approved by the school's administration.