

Glenwood School Policies for Volunteer Program

1. **CONFIDENTIALITY:** Any observation concerning individual children is confidential. Conversations between volunteers and teachers regarding students in connection with classroom objectives are to remain private.
2. **VOLUNTEER SIGN-IN:** Volunteers must sign in at the office upon arrival, put on a volunteer badge, and sign out when leaving. This district regulation must be observed for security purposes.
3. **SIBLINGS:** Siblings are not to accompany volunteers while they work with students. Exceptions may be made with teacher approval.
4. **PREPARATION:** Volunteers should discuss special projects with teachers in advance to determine what preparations, if any, should be made. It is important to be on time and prepared when volunteering.
5. **CLASSROOM MANAGEMENT:** Volunteers will handle minor discipline problems in a friendly, firm manner. Major problems will be handled by the classroom teacher. Volunteers will follow the example demonstrated by the teacher with respect to classroom management.
6. **CULTURAL & GENDER SENSITIVITY:** Volunteers should act with cultural sensitivity when planning projects per teacher recommendation, and volunteers will treat boys and girls equally without stereotyping.
7. **CLASSROOM CONSIDERATIONS / ROLE MODEL:** Volunteers should not distract the children during projects by talking amongst themselves. Volunteers are role models and should demonstrate consideration, sensitivity, and general good manners for the children.
8. **CELL PHONES:** Cell phones should not be used during classroom and playground volunteer time – no talking; no texting.
9. **CLEAN UP:** Volunteers should include time for student clean up when planning projects.
10. **CANCELLATION:** Volunteers should always notify a teacher if they are unable to keep scheduled appointments, giving as much notice as possible. If appropriate, arrangements should be made to find a substitute.
11. **FIELD TRIP DRIVERS:** Drivers must observe rules provided to them and have an Insurance Form on file in the school office before driving students on a field trip. Under no circumstances may a field trip driver transport children anywhere but to and from the field trip destination. Teachers (not volunteers) will make the carpool assignments. Siblings (unless in the same class) are not allowed on field trips. Be sure to have a full tank of gas prior to the start of field trip.
12. **TEACHERS' SPACE:** The classroom is the teacher's office during non-student hours. Please keep the noise level low, and make sure the students clean up after themselves.
13. **COPYING ROOM:** You may be asked to do a variety of clerical jobs (photocopying, laminating, and binding) for your teacher. If you have questions, the school Office Administrator (Andrea Cashman) can assist you. Remember, teachers have priority with copy machine use. Please allow them to complete their jobs first, even if you are in the middle of copying for a teacher.
14. **SILENT HALL TRAVEL:** When taking children to locations outside their classrooms, students are to walk without talking so that they do not disturb other classrooms.
15. **BLOOD BORNE PATHOGENS:** Always follow Universal Procedures. Do not allow student blood or bodily fluids to come in contact with your body. If accidental contact occurs, wash the area with soap and water. Use latex gloves if there is a potential to come in contact with student blood or bodily fluids. Send all bleeders to the office for first aid.