

## Guidelines for Volunteers

1. In order for the volunteer to meet the staff and view the classroom, a visitation appointment will be arranged with the appropriate site administrator or volunteer coordinator.
2. During this visitation and observation, the volunteer will be provided with permission forms and orientation materials. Student volunteers will receive materials and forms for parental review and approval.
3. Prior to volunteer participation in the classroom, all pertinent permission forms, volunteer agreement forms, and emergency forms will be completed and returned to the school staff for review.
4. Once participation begins, the volunteer needs to be aware of and immediately report to the closest staff member any of the following:
  - a. Students wandering or running away from the group.
  - b. Any accident or injury to yourself or student.
  - c. Any seizure, suspected seizure, or possible medical problem.
5. Please remember that the information you learn about students is confidential. If you have a question about the students or your assignment with them, please ask the supervising teacher for clarification. Please do not ask the questions in the presence of the students.
6. At all times, you will be under the direction and supervision of staff. If there is any problem or an apparent disagreement or misunderstanding, please consult the classroom teacher.
7. When helping a student, please try to:
  - a. be positive (i.e., "I like the way you did that");
  - b. model appropriate speech and language;
  - c. demonstrate how/show (model) when possible;
  - d. maintain a calm attitude; and
  - e. encourage social interactions when appropriate.
8. Follow the teacher's directions in regards to handling student discipline. **Never physically intervene with a student.** All hands-on interventions are approved by the parents and

**ADOPTED:** [7-7-23]

**REVISED:**

should only be implemented by a trained staff member. General techniques used in most classrooms are as follows:

- a. reward desired behavior;
  - b. ignore unacceptable behavior; and
  - c. redirect potential negative behavior towards acceptable behavior and activities.
9. When a student succeeds at a task, practice will help reinforce the learning experience. Be sure to inform the staff of any new accomplishments!
  10. If you are having “trouble” working with a student—and everyone will at one time or another—ask a staff member for assistance or allow them to take over the situation. Later, discuss the student and or the problem with the staff and try to learn more about the student and understand better how to work with him or her.
  11. If you are participating in a Volunteer Facilities Project, follow all directions of the supervising employee responsible for the project. If students are near while working on the project, ensure you take all available precautions so that students are not injured, including waiting until students have left the area before continuing work. 12. Avoid developing overly personal relationships with students. Volunteers are expected to maintain professional boundaries and not involve themselves in the personal lives of students while volunteering. If a student attempts to discuss serious or personal issues with you, direct them to your supervising District employee or administrator—do not involve yourself. If a student appears to be suffering from abuse or neglect, report this to your supervising District employee or administrator—do not involve yourself.
  13. Be sure to “Sign In” and “Sign Out” on the Volunteer Participation Log when you come to volunteer. Ask the staff at your site where the log is kept.
  14. Most importantly, relax, enjoy yourself, and have fun. Thank you for your interest in Yolo County Office of Education programs.