

# VOLUNTEER

## GUIDELINES



**EXPECTATIONS**

**SAFETY**

**CONDUCT**

[vansd.org/volunteer](https://vansd.org/volunteer)

## EXPECTATIONS

- Set a positive example.
- Check in and out at the school office.
- Arrive on time. Notify the office if you are going to be late or absent.
- Refrain from using your cellphone.
- Follow the plan given by the teacher.
- Refer all student discipline issues to an appropriate staff member.

## SAFETY

- Protect student confidentiality by not sharing student stories, experiences or photos. Federal law protects educational records and prohibits sharing of student information without parent permission.
- Immediately report to staff any indication a student may be in an unsafe situation, including physical or sexual abuse, neglect, endangerment, suicide, abuse of drugs and/or alcohol and bullying.
- Familiarize yourself with building emergency plans.
- Report unfamiliar people or suspicious vehicles around the school.
- Notify staff if someone is injured.

## CONDUCT

- Respect student and staff personal boundaries by maintaining a professional relationship at all times.
- Be respectful and aware of family and/or cultural norms.
- Stay within hearing distance and sight of a district employee at all times.
- Avoid confrontational interactions or conversations.
- Treat all students and staff with respect and dignity. Students or staff should not be treated differently, spoken to disrespectfully or denied services on the basis of race, sex, sexual orientation including gender expression, religion, disability, age, national origin or marital status.
- Avoid inappropriate and unwanted gestures, jokes, touching or compliments.
- Avoid sharing faith-based beliefs, including comments, prayers and invitations to places to worship. Always maintain religious and cultural neutrality.

