

Creve Coeur District 76

Volunteer Guidelines for working with students

Volunteer or Community Partner,

Thank you for volunteering in Creve Coeur Schools. We are glad to have your assistance. Please read the following document carefully. It covers District 76 policies and guidelines for all school and after-school volunteers. Sign and date it to indicate that you have read and will abide by the stated policies, expectations and guideline. The school will keep your signed copy on file with your volunteer application.

Guidelines for Working with Students

Meeting with Students:

- All meetings and/or activities with students must take place on the school campus, or as part of a school-sponsored field trip.
- All activities with a student or students must take place in a room with an open door or on the school grounds in sight of school staff.
- Off campus contact is strictly prohibited unless under the direct supervision of school officials.
- Never give a student your phone number.

Transportation:

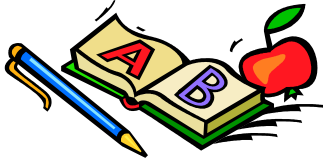
- Transporting a student in your personal car is prohibited. Students must be transported in a school district vehicle (field trips), in a school official's vehicle or in a parent or legal guardian's vehicle. Do not put yourself in the position of being alone with any student in any vehicle.

Physical Contact:

- Many of the children we work with have a strong need and desire for positive physical contact with caring adults. You are encouraged to be a positive role model. However, your physical contact should be limited and age appropriate, possibly a simple pat on the back. Remember that what you see as simple, friendly affection may be perceived as something entirely different by the student or an observer.

Confidentiality:

- All information you are told about your student is confidential and sharing that information with others may be a violation of the law. Tell your student that he/she is free to share confidential information with you. However, if a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse, or is considering homicide or suicide or is involved in any illegal activity, you **MUST** notify a school



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official immediately. Make a note on your calendar when this information was reported and to whom it was given. Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate school personnel.

Summary:

- These volunteer guidelines are designed to protect students from harm and to prevent even the appearance of impropriety on the part of individual volunteers, students and schools.

Expectations:

C O N F I D E N T I A L I T Y . . .

- Consider things heard or seen at school as confidential.
- Do not discuss your students and their problems publicly. This is a violation of FERPA (Family Educational Rights & Privacy Act). If you need help with a student, discuss the matter professionally with the teacher, counselor or volunteer facilitator. Please report any inappropriate comment, actions or suspicious behavior to the teacher or program coordinator.

P R O F E S S I O N A L I S M . . .

- The relationship between the volunteer and school staff members is one of mutual respect and confidence.
- Your role is to support, not supplant school personnel. Never publicly criticize school personnel or guidelines. If a problem arises, consult with your volunteer coordinator or building principal.
- Volunteers are not responsible for student discipline. Be alert to potential conflict situations and refer to appropriate staff.

M O D E L I N G . . .

- Remember that you are an adult role model to our students.
- Dress comfortably and consider how what you wear will enhance or hinder your work. Your clothing should be appropriate for school including, but not limited to: tops which cover the shoulders and stomach, casual slacks or skirts. Do not wear tops advertising alcohol or tobacco products, strapless and/or tops with spaghetti straps. Remember to remove hats or caps while you are in the school building.
- Cell phones must be turned off when you are in a school building.