



Volunteer Do's and Don'ts Guidelines

September 2009

Think about “Rainbow Big 6”

(Works for students and grown ups too!)

- ✚ Follow directions cooperatively
- ✚ Work together, stay on task
- ✚ Treat myself and others so that everyone feels liked and safe at school
- ✚ Keep hands, feet and objects to myself
- ✚ Take care of our school, school equipment, and school supplies
- ✚ Do my best work

General Do's and Don'ts

1. Respect the confidentiality of your relationship with the school. Your knowledge of its students is privileged information and should only be shared with responsible staff at RHPS.
2. You may not discipline. This includes grabbing or restraining, threatening or invoking any type of punishment. If needed, get assistance. You may facilitate problem resolution, encourage and model constructive and respectful behavior and model and remind students of the RAINBOW BIG 6.
3. If a child shares concerns about his/her personal safety, or you have such concerns, please see a teacher or administrator at once.
4. Respect the property of the school, staff and students.

5. Address the teachers, staff and children you encounter with courtesy and respect.
6. Park on the streets around school, but do not block in our neighbors. Heed all “No Parking” signs.
7. Sign in at the office and get a volunteer badge.
8. In order to give you full attention to the job at hand, please leave siblings at home. This includes class parties, field trips and assemblies.
9. Consider volunteering in a class other than your child’s class for a ‘special’ such as media center, computers, art, music or lunch/recess.
10. Be fully present. Turn off your cell phones, don’t check email and limit socializing with other parents while volunteering during the school day.

Classroom Do’s and Don’ts

1. Respect the teacher’s classroom management style. Some teachers will need help working with students, some will need help with administrative tasks, and some will need both. Be willing to do what your teacher needs, because when we meet the teachers’ needs, we free up the teacher to focus on instructional and planning tasks.
2. Your volunteer time is not a mini-conference time. If you need to speak with the teacher about your child, arrange a separate appointment.
3. Share your time and attention with all the children with whom the teacher has asked you to work, and not just with your own child.
4. Help the students follow the classroom rules. For example, if it is quiet time, please do not talk with the children.
5. Help and support the students. Do not do their work for them or give them the answers. Model the work.
6. Follow the classroom management expectations. For example, in your group, call on everyone, use prompting, and use wait time.
7. Use clear, concise language (recognize the language needs of the students)
8. Use positive reinforcement and remember there are many ways to say “Good job”.
9. If you are unable to make your scheduled time, please let the teacher know in advance.

Most importantly, enjoy this special time and have fun.

We are fortunate to be an integral part of the school community and be included in classroom and school activities. Our children and the school benefit from your time and investment in this special place.