



Volunteer or Community Partner,
Thank you for volunteering in Champaign schools. We are glad to have your assistance. Please read the following document carefully. It covers Unit 4 policies and guidelines for all school volunteers. Sign and date it to indicate that you have read and will abide by the stated policies and guidelines. The school will keep your signed copy on file with your volunteer application.

Guidelines for Working with Students

Meeting with Students:

My interactions with students will take place on school grounds within view of school personnel or in a room with an open door or within view of a door's window. Off campus contact is prohibited – including telephone or electronic or computer interaction (mentors are excluded). I will not share my personal contact information with any child.

Transportation:

Transporting a student in your personal car is prohibited. (Exceptions are made for mentors with signed parental permission.) 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:

Physical contact with the students will be limited, professional, and age appropriate for the child. Remember that what you see as simple, friendly affection may be perceived as something entirely different by the student or an observer. If a child persists in being inappropriately physical with me, I will seek the assistance of a staff member.

Confidentiality:

I will consider things heard or seen at school as confidential and will not discuss students publicly. Information about students and their families is confidential and protected by the FERP (Family Educational Rights and Privacy Act). Sharing information with others is a violation of the law. **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 official immediately. (Check with your school volunteer coordinator if you are unsure who to report to.) 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

Professionalism

- I will sign in and out in the volunteer binder and will wear a name badge at all times.
- If unable to volunteer, I will let my supervising teacher know in advance (to the extent possible).
- I will support the authority of school personnel, rules, and guidelines. If I need help or have any concerns, I will contact the building volunteer coordinator, principal or teacher.
- As a volunteer, I am NOT responsible for discipline. I will instead alert school personnel if I perceive a potential conflict situation.

Modeling

My clothing will be appropriate for a professional educational environment. I will not wear clothing which advertises alcohol, tobacco, or drug use or products. Clothing will cover all undergarments and will cover shoulders, midriff and thighs. Hats are not to be worn while in the building.