



# Orange County Public Schools

445 West Amelia Street • Orlando, FL 32801-1129 • Phone 407.317.3200 • www.ocps.net

## ADDitions VOLUNTEER GUIDELINES:

- ❖ VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY about information they may see and hear concerning students and staff, including students' grades, records, and abilities.
- ❖ Volunteers DO NOT discipline students. Please report discipline problems to the teacher.
- ❖ Volunteers must always be supervised by a school staff member when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- ❖ Volunteers may not give any medication to students.
- ❖ Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- ❖ Volunteers' discussions with teachers should not interrupt class time.
- ❖ Volunteers are not to bring children on campus during instruction times that are not enrolled in the school.
- ❖ Volunteers' comments should not be written on student papers that are to be sent home.
- ❖ Volunteers should not laugh at or belittle student answers or efforts.
- ❖ Volunteers who have concerns regarding students should ONLY contact school staff members.
- ❖ Volunteers are assigned only to staff members who request their services.
- ❖ Volunteers should set a good example for students by their manner, appearance, and behavior, and should be well-groomed and appropriately dressed.
- ❖ Comparing and criticizing teachers and students are not acceptable volunteer behaviors.
- ❖ Volunteers should be in good physical and mental health.
- ❖ Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- ❖ Volunteers may not conduct personal business at school.
- ❖ Volunteers **MAY NOT EVER** touch students in any way that is aggressive, disciplinary or sexual in nature.
- ❖ All volunteers must **Sign In** and **Out** at a location designated by the principal before proceeding to their volunteer site during and after schools hours.
- ❖ All volunteers or visitors **MUST WEAR AN IDENTIFYING NAMETAG** approved by the school's administration.
- ❖ Volunteers are required to adhere to the ADDitions School Volunteer Code of Ethics within the ADDitions School Volunteer online application.
- ❖ Volunteers are required to participate in a volunteer orientation provided by volunteer program coordinator.

Yes, I have read and agree to abide by **all** ADDitions School Volunteer Guidelines.  
(Online applicant - by selecting "Yes" on the electronic form, this will be accepted as your signature of agreement.)

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*Print - First, Middle Initial & Last Names*

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Signature

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Date