

Volunteer Confidentiality Training

1. To safeguard the privacy of each individual, volunteers must not discuss any student or Any student's performance or perceived problem **except with that student's teacher.** This is such an important necessity that termination of duties will occur if confidentiality is not observed. **T or F**
2. Please make every effort to come each time you are scheduled. The students look forward to seeing you and working with you, therefore, if you cannot come, please inform the office as soon as possible. **T or F**
3. Because the students use your help, it is important that you not be late. Because the teachers have many duties requiring their attention, it is also important that you not be early. Being on time is perfect! **T or F**
4. Treat your own child as any other student while in class. Explain that you are the teacher's helper and will be working with a number of students. **T or F**
5. Volunteers may not discipline students. Schools have detailed discipline plans and the responsibility for discipline always rests with the professional staff. **T or F**
6. The offices have visitors and volunteers' books. At both MES and MMS, please sign in and out in both books. For the volunteer book, please fill in a sheet with your name and teacher and put it alphabetically in the book. Sign in on that sheet each time and indicate how long you volunteered that day. At MHS, please indicate on the sign-in sheet that you are volunteering. It is important for the volunteer organization to know how many hours are being volunteered. It is also important for the school to know you are in the building in case of an emergency. **T or F**
7. Please wear a volunteer or visitor tag while in the building. **T or F**
8. Parking: MES-(in front of school on Broach Avenue), MMS-(Main Street), and MHS-(park in staff slots, and visitor slots (do not park in numbered slots). **T or F**
9. When possible, we try to accommodate your days, times, and requests; however, occasionally that may not be possible. Since enhancing each student's education is our goal we work to arrange the best conditions in each class situation. We will periodically need your help in rooms other than, or in addition to, your child's. We ask for your cooperation and understanding in working with us to achieve that balance. **T or F**

10. If two or more volunteers are in the classroom at the same time it is acceptable to visit with each other and discuss any concern(s) with the teacher pertaining to your own child. **T or F**

11. Please wear appropriate attire for the classroom. **T or F**

12. Due to insurance limitations, please do not bring your younger children and babies when you volunteer. However, in an extreme circumstance it is acceptable to bring a younger child to volunteer. **T or F**

13. What is the new KASA ruling pertaining to cellphones/video devices and recording inside classrooms when volunteering?

14. When assisting students in the hallway should the classroom door be left open?

15. Explain what the Coaching Plus One Policy states?