

PAVE VOLUNTEER GUIDELINES

1. While participating as a volunteer, you must understand the necessity for CONFIDENTIALITY. Any conversation or observation encountered while in the school or office is not to be discussed with anyone other than the principal or your supervisor. **This includes but is not limited to student names, grades, behavior, etc.**
2. All “approved” volunteers should have a completed volunteer application and record check report completed and on file before participating in the schools. Records should be updated every three years.
3. **It is the responsibility of the volunteer to pay the \$10 cost for their background check.**
4. Always contact the school ahead of time to inquire on volunteer positions and let them know when you will be available to volunteer.
4. SIGN IN when you arrive and pick up a volunteer BADGE. When SIGNING OUT, drop your badge off in the office before leaving. If you are volunteering in after-school activities such as PTO/PTA, SBDM, other councils, coaches, scout leaders, etc., record your time on a separate form and turn in to the school’s office.
5. The principal, teachers, and staff members should be respectfully regarded as Mr., Mrs., or Ms. and their last name; never call them by their first names.
6. Different jobs will be available and the one assigned to you will not necessarily be permanent. Most jobs only require a minimal amount of time. If the job is not suitable, changes can be made. **Have a purpose — don’t loiter at the schools.**
7. Although the schools have teacher assistants in some rooms, there may be times when teachers require a volunteer. While volunteering in the classroom, library, or computer lab these guidelines should be followed:
 - a) Always follow the instructions given by the teacher.
 - b) Never contradict or try to correct the teacher in front of the students.
 - c) Never interrupt the teacher while he/she is instructing the class.
 - d) Never talk to students while they are testing.
 - e) Always have a positive, interested, and friendly attitude with students.
 - f) Call students by their own names as soon as you can.
 - g) Be calm and patient with all students.
 - h) Avoid calling across a room or in the halls.
 - i) Never discuss students with anyone other than their teacher.
 - j) Don’t compare students’ work.
 - k) If you are unable to answer a student’s question, check with the teacher for the appropriate answer.
 - l) Never try to rush students during any activity; doing so tends to frustrate them.
8. Parents, relatives, or friends of students are recommended to limit volunteer time in that child’s classroom. Exceptions can be made on an individual basis by the principal.*
9. Never discipline a student. If a student misbehaves, firmly and calmly request the student to report to the teacher or principal.
10. Be able to laugh with the students, but make sure you never laugh at them.
11. Refrain from any behavior such as flirting or touching that could create an embarrassing situation for you, the student, the staff, or the school.
12. If you are the only adult present during an accident, immediately contact the principal or the proper authority. Try to handle the accident calmly but never attempt to do more than you are qualified to do. Remain by the student’s side until the proper authority arrives.

13. Always use positive, rather than negative words when speaking.
14. Offer praise to students frequently.
15. Good manners are copied rather than taught. Serve as a positive role model to all students at all times.
16. Avoid visiting with other adults any more than necessary. The teachers and students are your first priority.
17. Make sure you are aware of all emergency rules and exits. Check with your supervisor for the school's disaster plans.
18. Our school facilities are smoke-free. If you are a smoker, please smoke only in the designated area.
19. While volunteering, participants in the PAVE program should not bring children to school that are not enrolled in the Whitley County Schools.
20. Field Trips*
 - a) Because of the limited seating on buses, priority goes first to our students and staff. Volunteers are given permission to ride the bus as scheduled by the teacher. If there is not enough room on the bus, volunteers can drive their own vehicle to join in the activity. Volunteers cannot bring children not enrolled in our schools on the school bus.
 - b) Students are expected to remain under the supervision of the teacher. Always stay within visual contact of the teacher and stay within hearing distance of that teacher. If you remove your child from the activity, the child will have to be considered absent from school.
21. Always be supervised by a staff person. Never be left alone with or responsible for students in the classrooms or on field trips.
22. Volunteers are encouraged to attend at least one volunteer orientation every three years. When schools schedule mandated orientations, volunteers are required to attend.*
23. When addresses, phone numbers, or e-mail addresses change, please notify the PAVE coordinator. PAVE application forms should be completed at least every three years.
24. The Whitley County School System utilizes the efforts of PAVE Volunteers to enhance learning opportunities and the educational environment for our students. If at any time the Superintendent feels that a PAVE Volunteer is behaving in a manner which renders them unsuitable to work with children, the privilege of being a PAVE volunteer will be revoked.