

VOLUNTEER STANDARDS

The involvement of parents, volunteers and others in the community who serve as school resources is a fundamentally important component of the success of Navigator Pointe Academy. To promote the education philosophy and programs of the school, to support the professional staff, and to enhance each student’s academic and personal growth, the following guidelines have been established for school volunteers:

School Volunteers:

* Are scheduled through the school’s Family and School Support Team (FASS Team)
* **Dress professionally** (consider our students in uniform and the professional dress of the staff)
* Sign in and out through the school office
* Wear an identification badge provided by the school while in the school
* Leave food and drinks (other than water) in the multi-purpose room. They should not be taken into classrooms. **Gum is not acceptable anywhere on school property.**
* **Keep cell phones on silent/vibrate mode or powered off and out of sight. Cell phones may only be used in the teacher workroom.**
* Work only under the direction and supervision of the teacher or another school employee
* Respect the authority of teachers and school administrators
* Children are not allowed on campus while volunteering at the school.
* Work only in the assigned area
* Speak appropriately, remembering that he/she is setting an example for the students
* Understand that grading student work, recording grades, working with student records, disciplining students, and teaching reading and math groups using staff computers are the responsibilities of the teacher/instructor, not the volunteer
* Acquire administrative approval to copy any instructional materials
* Provide the volunteer service as requested
* Treat all students with impartiality
* Are responsible for participating at the scheduled time and notify the school office if not able to meet this Commitment
* Treat all information regarding students and personnel as confidential
* Use ONLY faculty restrooms
* Seek help from the teacher or a supervising staff member when additional information or instruction is needed
* Contact the school director if there are any problems
* Record volunteer hours before leaving the school

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