



Guidelines for Volunteers*

* Respect the confidentiality of your relationship to the school. Your knowledge of its students is a privileged communication to be shared only with responsible staff members.

* Be 100% dependable. Come when you say you will come; give plenty of notice if you find you cannot.

* Understand and accept the students in terms of their own backgrounds, values, manners, vocabulary, and aspirations. They may be different from yours.

* Leave your own concerns and pressures at home. Don't share information about your personal or family life with staff or students.

* Your words and actions should always agree in dealing with students. Never promise what you are not sure you can follow through on.

* Walk and speak quietly. Be calm, unhurried and attentive.

* Learn to be comfortable with silences. Be a good listener.

* Don't be afraid to use your head and your good judgment: but if you're not sure what to do, ask.

* Be well informed about the resources to you can turn to for help and advice. Learn the approved system of referrals and lines of communication.

* Abide by the rules of the school; work cooperatively with the staff. They are responsible for the school policy.

* Make any criticisms of the school, staff, or procedures only to the principal.

* This information has been excerpted from the Montgomery County School Volunteer Program Handbook for Volunteers.

