

## Volunteering at the RISE Schools

<u>Do's...</u>	<u>Don'ts...</u>
Be flexible	Issue any consequences or discipline to scholars (since you are not an employee of the school, you CANNOT offer ANY discipline to any scholar. To do so places you in jeopardy of legal action).
Defer to the educator in charge	Share ANY information that is school domain or property
Share your strengths within what is school policy.	Subvert the rules of the school as a way of trying to impose change of rule or policy.
Demonstrate maturity in interactions with scholars as well as parents and staff.	Be a distraction to scholars or teachers.
Keep an open mind about the tasks that you are being asked to perform.	Forget to formally sign up and commit to a time for your volunteerism so that the teachers and the school will know when to expect you and for how long (to make good use of your limited time).
Recognize the limited window of time that you have available by your schedule and that is allowable by the school (ensure that whoever you are volunteering for/with has a good plan for your time)	Be alone or unsupervised with a scholar (since you are not an employee of the school and have not been cleared for individual access to scholars, you CANNOT be alone with a scholar).
Be very clear with the educator what your strengths are so your tasks can match your skills (and does NOT cause more work for the educator).	Visit your scholar's classroom during unscheduled times.
Ensure that you follow ALL school procedures and rules such as the proper protocols for accessing the building, responding to fire drills, etc.	Expect to converse with your scholar's teacher during volunteer activities (save that for conferences)
Respect the educator's authority as well as space, both professional and personal.	Go into scholar restrooms (use the adult restrooms ONLY).
Be prepared to leave the room if the teacher requests.	ASSUME anything based upon what you see (keep in mind that the educator knows confidential details concerning the scholar's academic abilities, domestic situations, and medical

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	information that may affect behavioral and academic performance).
Be open to mentoring scholars who may respond well to you.	Share personal information about you, your personal opinions or preferences/lifestyle choices
Determine a method of communication to use while volunteering that is between you and the educator that minimizes disruption.	Use slang or street language since you DO NOT know the scholar's story or home life and therefore, do NOT know how the scholar will be affected by comments
Choose to see the good and positive in the educator's actions as well as the interaction of and with the scholars.	Forget that you are actively demonstrating that you are teaching scholars how to act with integrity and in community

### Field Study Do's & Don'ts

Volunteers must stay with the teacher in charge (the only exception is with a Level III clearance)

#### Check In/Check Out Procedures

- Enter through main office
- Sign-in and wait for acknowledgement
- Parent escorted to PRS for time check in, instructions (if necessary) and volunteer id lanyards (which must be returned at the end of the volunteer period)

#### Volunteer Training Session

There will be a volunteer training session to clarify the do's and don'ts. The date and time is TBD.