



**Southern NH Montessori Academy Volunteer
Confidentiality Agreement**

What you hear or observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team.

In order for our building to be a safe, secure place for our students to learn and grow, we ask that parents working within our school show respect for students and teachers alike by honoring our request for keeping information regarding students and teachers confidential.

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I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration.

What I hear or observe about students or staff while volunteering at SNHMA will remain confidential.

Breach of this agreement will result in immediate discontinuation of volunteer privileges and may include dismissal of student(s) from enrollment at SNHMA.

While performing volunteer services for SNHMA, I am bound by laws and policies which protect the privacy of student information I am given access to. I agree to keep this information in the strictest confidence and the failure to do so may result in my being denied the opportunity to volunteer.

Printed name: _____

Signature _____

Date _____

GENERAL VOLUNTEER GUIDELINES

Hints for Working With Students

1. Be yourself. It will take time and patience for everyone to feel comfortable.
2. Call the students by name. Ask the teacher what they prefer the student call you.
3. Make certain the student knows your name.
4. A few minutes of casual conversation is a good way to begin with a student. Face the student. Maintain eye contact with the student.
5. Be enthusiastic about what you are doing. Your interest in the activity will be conveyed to the student.
6. Be a good listener. Students may share ideas about their home or school problems. Listen. Remain neutral, refrain from advising. **Maintain confidentiality.**

Hints For Becoming Part of the School Team

1. Follow the directions given to you by the classroom teacher and the Head of School. DO NOT make changes in directions unless permission is given.
2. Respect the confidentiality of school records, student work, and student behavior.
3. Refer all discipline problems to the teacher.
4. Feel free to ask questions about your responsibilities. If possible, ask questions before or after classes are done. Questions asked during a class interrupt the teachers' instructional time.
5. Offer suggestions about improving or enhancing the volunteer program to the Head of School. Help the school to evaluate the volunteer program.
6. Be flexible. The amount of time needed for the volunteer program varies.
7. Be reliable. Stop at the office to sign in before going to the classroom and sign out when you leave. Advise the school as soon as possible when you will be delayed or unable to help on a given day.
8. Be punctual. Students and staff have tight schedules, which necessitate timeliness. Arrive at the time agreed upon and depart just as promptly.
9. Be a model for the students. Dress appropriately.

Volunteering in the Classroom

If you are in the classroom and a student is having problems, please report this to the classroom teacher so that he/she can take care of the problem. You may be asked to assist a teacher -- to be an extra pair of hands, or an extra pair of eyes. We want you to feel comfortable in the situation in which you are volunteering. If you find yourself in a situation in which you feel uncomfortable, please let the teacher or the Head of School know and you will be removed from that situation. We want this to be a positive experience for both you and the students here at SNHMA. Volunteers are urged to give students positive comments whenever possible.

A VOLUNTEER'S CODE OF ETHICS

- Respect the confidentiality of the teacher and the students, and refrain from discussing them outside the school setting.
- Practice tolerance and understanding towards the children and teachers with whom you come in contact.
- Be dependable. Follow through on tasks by attending at the times or dates arranged. Inform school of your absence as far in advance as possible.
- Read and sign a statement of confidentiality, which is included in this package.

VOLUNTEER PROCEDURES

1. **Volunteers are expected to park in our school parking lot.** Please note that all parking stalls in our lot are reserved for staff. Also you may wish to leave valuables, such as a purse, locked in your vehicle as we have no place in the school to secure them.
2. **ALL VOLUNTEERS ARE EXPECTED TO USE THE FRONT ENTRANCE.**
3. To promote school security, volunteers are asked to sign **IN** and **OUT** in the visitor register located at the front desk.
4. **WORK ROUTINES WILL BE EXPLAINED BY THE SCHOOL STAFF WITH WHOM EACH VOLUNTEER WORKS.** School personnel will provide on-the-job training.
5. **PLEASE RESPECT THE TEACHING LEARNING PROCESS BY NOT USING YOUR TIME AT SCHOOL FOR AN INFORMAL PARENT-TEACHER INTERVIEW.** Please make other arrangements to discuss your child's progress with the teacher.
6. **FAMILIARIZE YOURSELF WITH THE RULES AND ROUTINES OF THE SCHOOL AND THE CLASSROOM.** Relax and take the opportunity to get to know your environment and routine. This will take some time and don't be afraid to ask if you have any questions.
7. **AS A VOLUNTEER, YOU ARE NOT EXPECTED TO BE RESPONSIBLE FOR THE ACTIONS OF THE CHILDREN OR FOR THE ADMINISTRATION OF DISCIPLINE TO THEM.** If a child continues to be disruptive after one request for cooperation, seek assistance from the teacher.
8. **BE OPEN AND HONEST IN YOUR COMMUNICATIONS TO THE STAFF AND ADMINISTRATION.** If you feel that problems exist, help us to identify them by communicating with us. If you have questions or concerns, please discuss these with the staff member, and if necessary, the school administration.
9. **PLEASE MAKE OTHER ARRANGEMENTS FOR SIBLINGS.** Experience has shown that trying to divide your attention between the volunteer task at hand and keeping an eye on the little ones does a disservice to both.