

Adopt-a-Class Volunteer Protocols 2022-2023

Classroom volunteers are guests in our adopted schools, and interact with students and faculty. For the protection of all, it is expected that COVID and flu vaccines be up-to-date. Individuals with medical restrictions preventing vaccination should consult with Adopt-a-Class administrators.

DO:

- Wear your Adopt-a-Class name badge.
- Bring your driver's license to check-in on your first shift. You will be issued a school name tag, You will only need to give your name after your first visit.
- Wear casual, respectful and comfortable attire and shoes.
- Exchange contact information with your matched teacher.
- Communicate schedule changes with your teacher.
- Follow teacher's instructions explicitly without alternative suggestions.
- Give children smiles and praise – positive reinforcement is a must!
- Inform the teacher if a child is disrespectful or inappropriate.
- Inform teacher if a child shares a concerning issue about their home life.
- Comply with all school protocols, including but not limited to fire drill participation and practice lockdowns while on campus.
- Inform your team leader and your teacher if you need an extended leave.
- Share positive observations about our schools and Adopt-a-Class program!

DO NOT:

- Discipline or demean children – advise the teacher about any problems.
- Contradict or instruct a teacher.
- Wear cologne or perfume (allergy concern).
- Share confidential communications from teacher or student with others.
- Share any personal criticisms with friends or family – respect privacy.
- Request any personal, academic or special needs information about a child.
- Assist a child with a test unless specifically instructed by the teacher.
- Spend time alone with a child in a room with the door closed.
- Plan, organize or run an unapproved "Adopt-a-Class" program without Board approval and Adopt-a-Class administrative support.
- Bring a concealed or openly carried weapon to school or our events.