

# Policies and Procedures



## **Volunteers are expected to:**

- Sign in and wear an ID badge while on school grounds at all times.
- Wear appropriate attire.
- Protect the identity of the students.
- Never discuss the students or their circumstances with anyone other than school staff.
- Never discuss students or their circumstances in public places.
- Never read records you might see in offices or classrooms in the course of your work.
- Show respect for all staff, students and other volunteers.
- Work in harmony with staff and other volunteers.
- Refrain from giving gifts to students.
- Use adult restrooms when needed.
- Work with assigned student(s) to the teacher or administrator.
- Leave any discipline of students to the teacher or administrator.
- If you cannot be here during your assigned time, call the school so that the teacher and student(s) will know that you will not be here.

## **Catoosa County Schools have these additional rules for all schools:**

- No smoking or tobacco allowed on school grounds.
- No weapons allowed on school grounds.
- No drugs or alcohol allowed on school grounds.
- Do not use school equipment for personal use.

## **Human Dignity Policy:**

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged. A major aim of education in this school system is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual respect for each person regardless of individual differences and/or characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff and volunteers.