

Alliance Volunteer Contract

Your role as a classroom assistant and volunteer is an important one. This contract helps to ensure our staff and classroom volunteers are on the same page, working together effectively, for the best interests of our students. Please read through what is expected of you as a classroom volunteer and sign this contract as confirmation that you understand and agree to these expectations. After signing, **please return to the office.** Thank you so much!

1. **I will learn and follow the classroom's and teacher's ground rules.** I will be aware of these rules and model them for the students to follow.
2. **I will assist the classroom teacher with whatever needs to be done.** I will work on tasks or work with students as requested by the teacher. I will work with all students, or those assigned to me, not just my child.
3. **I will be accessible, kind and patient.** I will come down to the students' level when possible and sit with them on the floor or other work area to assist and answer questions. My body language and tone of voice will help students know that I am here to help. I will be firm when needed, but gentle.
4. **I will make an effort to learn the materials.** If the teacher asks, I will watch presentations and try to become aware of where things are kept, how the classroom is organized, and how some of the materials are used.
5. **I will do my best to help maintain concentration in the classroom.** I will observe first before asking questions or interrupting students at work. I will help to keep noise levels quiet and will model that quiet behavior.
6. **If I cannot make my scheduled time, I will let the teacher know as soon as possible.** If the teacher would like, I will contact a back-up volunteer to try to take my place.
7. **I will keep student information confidential.** What happens in the classroom stays in the classroom.
8. **I will leave distractions at the door.** When I come into the classroom, I will be completely present for volunteering. Phones will only be used for emergencies.
9. **I will help students learn to make good choices.** I will gently remind students to make good choices, if necessary, and praise them when they are successful. I understand that the classroom teacher will handle student discipline.
10. **I will help students build independence.** I will help students learn to do things for themselves to encourage independence.
11. **I understand that as part of the NJSD's child safety policy,** I will only work with children in a supervised setting. I am allowed to work alone with students only if I have an approved background check on file and have the permission of the teacher or administrator.

I have watched the Slideshow Presentation.

I submitted a background check on _____ .

Signature: _____ Date: _____

Printed Name: _____