

Frank C. Martin International K-8 Center



**Volunteer Policies and Guidelines
2016-2017**

- ✓ Unless a teacher is expecting you, please refrain from disturbing his/her class. Please do not use volunteer time to visit your child or have a conference about your child.
- ✓ Volunteers are welcome to use staff restrooms located in both main offices. **Volunteers should never use the children's restrooms.**
- ✓ Please place your cell phone on silent when working inside a classroom and take all necessary calls outside the class.
- ✓ Please remember that **only the teacher** may:
 - Diagnose
 - Give grades
 - Evaluate on a formal basis
 - Prescribe
 - Initiate instruction
 - Write comments on student papers that go home
 - Discipline students
- ✓ Questions or concerns:

Helvetiella Longoria

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