



GULPH ELEMENTARY

est. 2018

Parent Volunteer Guidelines

What volunteers are needed for:

- Occasional help in the classroom
- Chaperone a field trip
- Help in the library
- Mystery Reader
- Chomp Day "Field Day"
- Book Fair

General

- All volunteers must coordinate with a teacher/school staff when volunteering.
- All volunteers must sign in and out at the main office and wear identification badge at all times.
- Cell phones should be turned off or set on silent/vibrate while in the building.
- Many parents do not wish their children's photos to be taken or shared publicly. As such, you should not take pictures of students.
- Respect the teaching/learning time by not using your time at school for an informal parent-teacher conference.
- Be open and honest in your communication to staff and administration. If you feel a problem exists, help us to identify them by communicating with us. Please understand that there may be some issues we may not be able to discuss due to confidentiality issues.
- As a volunteer, you are not expected to administer discipline to children. If a child is disruptive, seek assistance from the teacher or principal.

Working as a volunteer

- Match your interests and time availability with school needs; consult the building office for more details regarding school needs, requirements and scheduling options.
- Know when and whom to contact if problems arise.
- If you cannot fulfill your commitment for any period of time, notify the office and the teacher so other plans can be made, if necessary.
- Follow district and school procedures for signing in/out wearing identification badges, using school materials, collecting money and maintaining health and security standards.
- Know emergency procedures for safety drills, fire, illness, etc.
- Observe confidentiality regarding information, events and people you deal with while volunteering.

Working with Staff

- Know your area of responsibility.
- Seek advice and direction from those directly in charge.
- Maintain a spirit of partnership and cooperation with all staff members.
- Share appropriate information and suggestions.

Working with Students

- Always be consistent with the specific rules and practices encouraged by the teacher or supervisor.
- Maintain your position of responsibility and authority at all times.
- Learn names and procedures quickly.
- Be aware of and sensitive to individual student problems, deficiencies and special needs.

I have read and understand the volunteer guidelines listed above.

Parent Volunteer Name

Parent Volunteer Signature

Today's Date

____/____/____