

# Henderson Elementary School Parent/Guardian Volunteer Plan

## **Purpose:**

To create a structured and welcoming environment for parent/guardian volunteers to support student learning, school events, and classroom activities, while strengthening the school community.

## **Goals:**

- Encourage family engagement in school life
- Support teachers and staff through volunteer assistance
- Enrich students' educational experience
- Build strong school-to-home relationships

## **Volunteer Opportunities:**

1. Classroom Support:
  - a. Reading with students
  - b. Helping with small group activities or centers
  - c. Preparing materials (cutting, copying, organizing)
  - d. Assisting during art or science projects
2. School Events:
  - a. Assisting with seasonal events
  - b. Helping with picture day, performances, or assemblies
  - c. Supporting fundraisers or PTA activities
3. Administrative Help:
  - a. Filing and sorting paperwork
  - b. Organizing library books
  - c. Organizing lost-and-found items
4. Field Trips
  - a. Chaperoning off-campus trips
  - b. Assisting with supervision and logistics
5. Special Skills or Projects:
  - a. Sharing a job, hobby, or cultural tradition with the class
  - b. Helping with gardening, school beautification, or murals
  - c. Supporting tech, coding, or STEM projects

## **Volunteer Guidelines:**

1. Requirements:
  - a. Complete a Volunteer Application Form and TB Clearance
  - b. Complete background check and fingerprinting
  - c. Complete Volunteer training requirements
  - d. Sign in/out of front office and wear a visitor badge
2. Expectations:
  - a. Maintain confidentiality of student information
  - b. Follow all school rules and staff directions

- c. Be punctual and reliable
- d. Report any concerns to a teacher or administrator

**Parent/Guardian Volunteer Coordinator:**

1. Expectations:
  - a. Teachers **shall** coordinate their parent/guardian volunteer use with the School Administrative Manager and/or Principal using the Parent Volunteer Schedule calendar
  - b. BUSD Approved Parent/Guardian Volunteer list will be monitored and maintained by the School Administrative Manager and/or Principal
  - c. The Parent/Guardian Volunteer Coordinator may revoke access to a volunteer if these expectations are not adhered to