

# Wink Elementary Parent Volunteer Manual



2025-2026

*Candice Voyles, Principal*

*From the Principal*

Welcome to Wink Elementary! You have expressed an interest in volunteering in the best elementary school in the State of Texas. I appreciate your interest, and ask you to read carefully the following information for new parent volunteers.

### Requirements for Volunteers

All volunteers who will work in the building must have the following qualifications:

- Be a parent, grandparent, aunt, uncle, or legal guardian of a Wink Elementary student. Also, individuals that are interested in volunteering may request to volunteer.
- Pass a criminal background check.
- Attend a volunteer training course at Wink Elementary.

### Guidelines for Volunteers

1. Check in with Mrs. Mary Dodd when you arrive to volunteer. She will have you sign in and get you a visitor's badge. When signing in, a volunteer must indicate which area of the school they will be working in and the amount of time they plan to be in the building. Unless specific permission by school staff, a volunteer may not be in any areas of the school other than those set aside for volunteers or indicated in the sign-in log. If you are volunteering with a particular teacher, she will let them know you are here.
2. Parent volunteers may only serve as classroom helpers with teacher permission. If you do not have a particular teacher to work with, we will find something for you to do. Please do not approach teachers asking for work. Let Mrs. Dodd handle this for you.
3. If you have a younger child, they cannot accompany you to volunteer in the classroom. If you are volunteering outside the classroom a younger child may accompany you to school. They must stay with you the entire time. We will ask your children to follow the same rules required of our students (e.g. no talking in the halls, no running in the halls, comply with dress code, etc.).
4. Please refrain from gathering in the teacher workroom. This is a space that is reserved for teachers and is their lunch and break room. The exception is if you need to use the copiers/die cut machine to run off or prepare materials for a teacher.
5. If you are going to eat lunch on campus, we ask that you do it in the main cafeteria area. The teacher's lunch area in the cafeteria is reserved for staff only.

All volunteers are encouraged to be lunch monitors. You can walk around the cafeteria and help younger students open milk, and remember to use utensils/napkins. Help students who have dropped items or left a mess to get it cleaned up and so on. This is a time to talk to students and show an interest in things they are doing in school. Do not get involved with the discipline of students. Refer any problems to the teachers or staff that are on duty.

#### Parent Volunteer Training Class

We will process your Criminal Background Check and make a copy of your Driver's License. If you are cleared to work in the building, we will then schedule you for a training session that will cover:

- Building security procedures
- Copy machine / Die Cut operation
- Lunch procedures
- Do's and Don'ts of helping in a school environment

#### Criminal Background Check Form

The form on the last page of this packet must be filled out and returned to Ms. Shari Snyder along with a copy of your driver's license. It will be processed within 48 hours and I will notify you of the results. The results will be kept confidential.

#### In Closing

Let me again thank you for your willingness to help make our school a great place for kids to learn and grow. We all look forward to having you as a school volunteer in the future.

Candice Voyles  
Wink Elementary Principal  
527-3880 Ext. 7013



### Wink Elementary Volunteer Guidelines

Every volunteer, classroom guest, or speaker, must sign in and out and be issued a visitor/volunteer pass. When signing in, a volunteer must indicate where in the school they will be working. (If you notice someone in the hallway without a badge, please don't hesitate to ask if they need some help and escort them to the office for assistance.)

At no time may a teacher leave a volunteer in charge or alone with a class.

At no time may a teacher leave a volunteer alone with a student or group of students out of the immediate sight of a school staff member.

Volunteers must follow district standards for dress and grooming while volunteering.

### How Volunteers Can Help

Volunteers may do the following:

- Assist with reading, language and math development skills.
- Assist in science, social studies, arts, crafts, music, drama or physical education projects.
- Assist with library and resource center tasks.
- Assist in preparation of instructional materials and displays.
- Assist with general classroom projects.

Volunteers cannot do the following:

- Diagnose student needs.
- Design or implement instructional programs.
- Present lesson plans.
- Evaluate student progress and achievement.
- Assume the responsibilities of a counselor.
- Administer discipline.
- Grade papers and/or be aware of students' marks and grades.

*Courtesy Notes*

Volunteers should maintain a soft voice when in the hallway. Be sure to stand away from the direct view of a classroom.

Volunteers should respect teachers' confidentiality by giving them privacy in an area when the teachers/staff may be discussing a student (i.e. classroom, faculty lounge, office, library, etc.)

Volunteers should respect the teachers' "down time" and leave the faculty lounge during the teachers' breaks and lunch periods.

Volunteers should respect the teachers' prep time when students are out of the classroom.

Volunteers should reflect a genuine concern for children through a warm, friendly, caring, manner, employing positive techniques to foster the child's self-image.