

## Parent Volunteer Guidelines

Thank you so much for your generous contribution to your child's classroom by volunteering. Your help makes our school a special and supportive place to learn.

PLEASE START YOUR DAY AT SCHOOL BY VISITING THE OFFICE AND GETTING A VISITOR'S NAME TAG

As a classroom volunteer, there are some basic guidelines we respectfully ask that you follow:

1. Everything observed or heard while working in the classroom must be treated as confidential. If parents ask you about a student's performance or behaviors, please refer them to the teacher. It is inappropriate to discuss observations while acting as a volunteer. If you have questions or a concern about a specific child, please talk to the teacher in private, not in the presence of students or parents.
2. Every child learns and grows at his/her own pace and comes to school with different prior experiences. Please be patient and encouraging while using a soft tone of voice when working with the students. Assist students in giving the assignment their best effort. Encourage the students to find their own solutions.
3. If you cannot make your scheduled time, please try to find a substitute. If that is not possible, please inform the teacher as soon as possible. The lesson will need to be modified and the more notice a teacher has will be greatly appreciated.
4. As a classroom volunteer, your primary responsibility is to provide support to the class. Please try to keep your role as a volunteer and parent separate in the classroom. If your child has a problem, let your child work out the problem with the teacher who will use established classroom rules and procedures.
5. Please let the teacher know if you see or hear something that you feel noteworthy, either positive or negative.
6. Please do not use your cell phone in the classroom when you are volunteering.

THANK YOU!

Signed \_\_\_\_\_