

WELCOME



PARENT VOLUNTEER GUIDELINE

ALL VOLUNTEERS MUST:

- ✓ **SIGN IN AT THE FRONT OFFICE AND GET A VISITOR TAG.**
- ✓ **MAKE ALTERNATE ARRANGEMENTS FOR ANY SIBLINGS. SIBLINGS MAY NOT ACCOMPANY PARENTS ON VOLUNTEER DAYS. FIELD TRIP CHAPERONES MUST ALSO MAKE ARRANGEMENTS FOR SIBLINGS AS THE CHILDREN IN THE CLASSROOM NEED THE TOTAL ATTENTION AND SUPERVISION OF THE PARENT CHAPERONE.**

SUCCESSFUL VOLUNTEERING INCLUDES:

CONSISTENCY

- **SET REALISTIC GOALS FOR YOUR VOLUNTEER SCHEDULE TO ENSURE THAT YOU ARE ABLE TO CONSISTENTLY COME ON THE DAYS/TIMES THAT YOU ARE SCHEDULED.**
- **MAKE EVERY EFFORT TO BE ON TIME. CLASSROOM SCHEDULES CAN BE QUITE TIGHT AND TEACHERS ATTEMPT TO MAKE THE MOST OF STUDENT TIME ON LEARNING.**
- **PLEASE BE SURE TO COME ONLY ON THE SPECIFIED TIME THAT YOU ARE SCHEDULED.**

FAMILIARITY

- **BECOME FAMILIAR WITH THE SCHOOL ENVIRONMENT. KNOW THE LOCATION OF THE OFFICE, MEDIA CENTER, REST ROOMS, NURSES OFFICE.**
- **BECOME FAMILIAR WITH THE CLASSROOM ROUTINES AND SCHEDULE.**
- **KNOW TEACHER EXPECTATIONS. IF YOU ARE NOT SURE, ASK! THEY WILL BE HAPPY TO GUIDE YOU.**

COMMUNICATION

- **IF YOU ARE UNABLE TO VOLUNTEER ON YOUR SCHEDULED DAY, PLEASE LET THE CLASSROOM TEACHER KNOW AS SOON AS POSSIBLE. YOU MAY CALL THE SCHOOL AND LEAVE A MESSAGE FOR THE TEACHER.**
- **IF YOU PREFER TO EMAIL, REMEMBER THAT CLASSROOM TEACHERS DO NOT HAVE ACCESS TO EMAIL DURING THE DAY. MESSAGES WILL NEED TO BE EMAILED THE DAY BEFORE AT THE LATEST.**

- **YOU MAY ALSO ATTEMPT TO FIND A REPLACEMENT FOR YOURSELF BY CALLING ANOTHER PARENT LISTED ON THE VOLUNTEER SCHEDULE.**

CONFIDENTIALITY

- **KEEP PRIVILEGED INFORMATION CONFIDENTIAL. THIS INCLUDES DISCUSSION OF CHILDREN'S CAPABILITIES, BEHAVIOR OR ANY OTHER PERSONAL INFORMATION.**
- **THIS HELPS US TO HONOR THE DIGNITY OF EACH CHILD AND FAMILY, AND STRENGTHENS TEACHER-PARENT RELATIONSHIPS.**
- **IF YOU HAVE A QUESTION OR CONCERN ABOUT YOUR CHILD, PLEASE SCHEDULE AN APPOINTMENT TO SPEAK TO THE TEACHER AT A TIME WHEN OTHER CHILDREN ARE NOT PRESENT.**

EFFECTIVE STRATEGIES

- **REMEMBER THAT YOU ARE HERE TO WORK WITH A WHOLE CLASSROOM, NOT JUST YOUR OWN CHILD. SOME CHILDREN ADAPT TO THIS CONCEPT MORE EASILY THAN OTHERS. IF YOU ARE HAVING DIFFICULTIES WITH YOUR OWN CHILD'S BEHAVIOR WHILE YOU ARE VOLUNTEERING, MAKE SURE TO DISCUSS IT WITH THE CLASSROOM TEACHER.**
- **ESTABLISH EYE CONTACT WITH CHILDREN AS MUCH AS POSSIBLE TO LET THEM KNOW YOU ARE LISTENING.**
- **ENCOURAGE STUDENTS TO BE AS INDEPENDENT AS POSSIBLE.**
- **MODEL APPROPRIATE SOCIAL BEHAVIORS INCLUDING RESPECT, KINDNESS, TOLERANCE AND CONSIDERATION. CHILDREN LEARN FROM WATCHING ADULTS.**
- **DEMONSTRATE APPRECIATION FOR A CHILD'S WORK USING SPECIFIC COMMENTS. FOR EXAMPLE, COMMENT ON THE COLORS USED, CAREFUL DRAWING, DESIGN LAYOUT, ETC. AVOID JUDGEMENTAL COMMENTS SUCH AS "THAT'S GOOD".**
- **WHEN SPEAKING TO CHILDREN, PLACE EMPHASIS ON THE ACTIVITY. AVOID WORDS LIKE "GOOD" OR "BAD" TO DESCRIBE EITHER THE CHILD OR THEIR WORK. FOR EXAMPLE, "SUSIE YOU DID A GOOD JOB CLEANING UP", RATHER THAN, "GOOD GIRL".**
- **USE POSITIVE LANGUAGE WHENEVER POSSIBLE. IT IS BETTER TO SAY "THE SAND STAYS IN THE SANDBOX." THAN "DON'T THROW THE SAND."**
- **AVOID COMPARING STUDENTS. CELEBRATE EACH CHILD'S UNIQUE ABILITIES.**

- **BE ALERT TO POSSIBLY HAZARDOUS SITUATIONS INVOLVING SAFETY OR HEALTH. INTERVENE QUICKLY.**

THANK YOU SO MUCH FOR YOUR WILLINGNESS TO TAKE SUCH AN ACTIVE PART IN YOUR CHILD'S EDUCATION! WE TRULY APPRECIATE YOUR INTEREST AND SUPPORT. WE HAVE ESTABLISHED THE PARENT VOLUNTEER GUIDELINES TO ENSURE THE SUCCESS OF OUR PARENT VOLUNTEERS IN THE CLASSROOM.

INFORM YOUR CHILD'S TEACHER OF ANY PROBLEMS OR CONCERNS REGARDING YOUR VOLUNTEER EXPERIENCE OR CALL THE BEAL OFFICE AT 508-841-8860 TO DISCUSS ANY ISSUES OR CONCERNS.

PLEASE DETACH ON THE DOTTED LINE AND RETURN TO YOUR CHILD'S CLASSROOM TEACHER BEFORE VOLUNTEERING IN THE CLASSROOM.

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**I, _____ HAVE READ AND UNDERSTAND
PRINT YOUR NAME**

THE PARENT VOLUNTEER GUIDELINES PACKET.

SIGNATURE

DATE