

Parent/Guardian Volunteers

Administration and staff at Bethesda Elementary School (BE) are appreciative of the commitment, time and energy of our parent/guardian volunteers. The role of volunteers extends beyond the school building -- we have volunteers who work on special assignments from home, those who volunteer on a regular basis, those who are part of a rotation, and those who are scheduled as needed. Each year you will be required to submit a volunteer agreement. The signed agreement is for volunteering in any capacity.

Expectations for Every Volunteer

As a volunteer you should:

- Exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. It is essential that confidentiality is maintained in and out of the school setting. Violation of a student's rights and privacy may result in your being restricted from volunteering. If you have any concerns, they are to be shared directly and exclusively with the supervising teacher, staff, and/or administrator. All recordings are prohibited including, audio, still and/or video.
- Register at the main office upon arrival and may be asked to present picture identification. Once registered, volunteers are expected to wear a visitor's sticker. At the end of the scheduled volunteer time, you must check out.
- Notify the teacher, with as much advanced notice as possible, if you are unable to meet your scheduled time. Teachers and staff will do the same, should there be a change in schedule.
- Make outside arrangements for child care of non-school age children or children who do not attend BE.
- Be flexible and willing to do a wide range of assigned tasks. These tasks may include but are not limited to: cutting, copying, filing, changing bulletin boards, supporting a class other than your child's, reading to a child.
- Decrease distractions. Cell phones need to be programmed to vibrate. If the call must be answered, before excusing yourself, please inform the staff member so that he/she is able to make the necessary accommodations.
- Defer all disciplinary actions to the administrator or school staff. Notify school staff as soon as you are aware of a disciplinary issue.

***Teachers and administrators will determine how to most effectively use volunteers and will provide verbal and/or written directions for tasks. If the task is not clear, please ask for clarification from the staff member with whom you are working.**

Volunteer Tips:

1. Set up a preliminary conference with the staff member with whom you will work.
 2. Develop a set routine for receiving assignments, written or verbal.
 3. Respect that desk, closet, files are private.
 4. Never discuss any child's classroom performance or behavior.
 5. Save all questions about your child's performance or behavior for a scheduled conference.
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Please sign, cut off and return this to your child's teacher:

I have read the document and understand the guidelines and responsibilities assigned to the role of a volunteer.

Name(s) of your child(ren) attending Bethesda Elementary School

Printed Name of Volunteer _____

Signature _____

Date ____/____/____

Person to contact in case of emergency:

Name: _____

Phone Number: _____