

PARENT VOLUNTEER INFORMATION

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Thank you for agreeing to volunteer at Sharon Elementary. Our volunteers are a very important part of our students' Sharon experience. The following outline describes our volunteer program and our expectations.

I. Goals of the Volunteer Program

- a. Encourages parental involvement in their children's school activities.
- b. Assists teachers and school staff.
- c. Helps the total school program so that all children are encouraged to grow and succeed.
- d. Our volunteers are positive school ambassadors.

II. Volunteer Opportunities

- a. Playground and cafeteria supervision
- b. Clinic assistance
- c. Classroom volunteers
- d. Copy room and Book Room Volunteers
- e. Specific program and PTO volunteers

III. Roles and Responsibilities

- a. Work under the direction of a teacher or school staff member
- b. Be on time and dependable
- c. Supervision of students is a major responsibility. Please refer all discipline/safety issues to a school staff member. Volunteers must always interact with students in a positive manner. If you have a student who is being disruptive, disrespectful, or you have a concern please bring this immediately to the attention of the appropriate staff member.
- d. Be consistent in following the procedures of the school/classroom.
- e. Volunteers do not grade papers, or give grades. They can never take home student work.

IV. Safety Procedures

- a. Sign in and out of the office and wear the volunteer tag.
- b. Follow procedures for fire, tornado, and safety drills.
- c. Do not give any food or snacks to any student unless directed to do so by a staff member. Give no medications to any student.

- d. If you are on the playground or cafeteria, and a child is injured, please escort the child to the clinic or if the injury is very minor assign another child to come with him/her.
However, if a child may have a serious injury, do not move them.
- e. Volunteers shall work in an area that is visible to other people. If working within a room that is not being used by the class, the door must be open and you and the students must sit in a location that is visible to the door.

V. Helpful Hints

- a. The staff lounge is **not available** for use between the hours of **11:00-1:00**.
- b. There is a work room at the bottom of the north hall, near the office that can be used for copying.
- c. Please dress appropriately for the activity. (Comfortable shoes are a must.)

VI. Cautions

- a. Confidentiality is a must – Information that you read, see or experience about children or staff members while volunteering is to remain confidential. This is an absolute requirement of any volunteer. However, if you see something that concerns you, please share that with a staff member or Mrs. Marzullo.
- b. All contacts with parents are to be made by staff members. The only exception would be the clinic volunteers.
- c. Please turn off cell phones when volunteering.

VII. Final note from Mrs. Marzullo

I want to offer my personal thanks for all you do for our students. You can't possibly know the impact your volunteer time has on the students you come in contact with. Your smile on the playground, assistance in the cafeteria, listening to first graders read, helping with C.O.S.I. etc. increases the confidence in children that there are caring adults that want to help them. I know that our students would not achieve at the level they do, and experience the "extras" without you!

