

King's Elementary School Volunteer Guidelines

The administration and staff of King's Elementary School are appreciative of all persons who are willing to commit time and energy to helping students succeed and to provide an excellent place of learning for all students. It takes a combined community to accomplish this, and we welcome volunteers to join in the goal of making our school be the best that it can be.

Volunteer Responsibilities

Every volunteer must register in the main office upon arrival. When entering the office, the volunteer must register in the Volunteer Sign-In Book maintained at the office counter. The name of the volunteer and the date and time of service should be recorded. A visitor's sticker should be picked up and worn during service. At the end of the volunteer time, the volunteer should report to the office and sign out.

Volunteers play a key role in the classroom and other school-related activities. Teachers plan volunteer activities, but they do understand when occasions arrive when a volunteer has to cancel. Please provide the teacher with as much advanced notice as possible if you cannot volunteer for a scheduled time. Teachers and other staff will do the same, should their volunteer requirements change.

Disciplinary action is the legal responsibility of administrators and school staff only. Volunteers are not in the position of enforcing discipline. If you are having a problem, immediately inform the teacher or appropriate staff member.

Volunteers shall 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. Volunteers should discuss any concerns directly and exclusively with the supervising teacher/staff.

Volunteers should be willing to perform a wide range of assigned tasks. This includes activities such as copying, cutting, sorting, collating, laminating, putting up or taking down bulletin boards, walking to and from specialists' classes, and working directly with students. Each of these activities contributes to the school and all are valuable to the teachers, staff, and students.

Volunteers should make outside arrangements for child care of non-school age children instead of bringing them to school during volunteer times.

Teachers will provide written and/or oral directions for activities they want volunteers to execute. If a volunteer doesn't understand the activity assigned, he/she should ask for a demonstration and/or clarification at an appropriate break.

Students need to stay focused and on task in class. Therefore, we appreciate it if distractions are kept to a minimum and cell phones are turned off or placed on vibrate.

Volunteer Expectations

To insure the most productive and positive experience for classroom volunteers, the following suggestions may be useful.

1. Teachers plan around your help so please adhere to the schedule. Call the office in advance, if you need to cancel your volunteer time on a particular day or email the teacher directly.
2. Develop a set routine for receiving assignments, written or verbal. This allows you to begin tasks with a minimum of class disruption.
3. Treat your child as you would every other child in the class. Too much interaction can be disruptive to your child as well as his or her classmates.
4. Never discuss any child's classroom performance or behavior.
5. Save all questions regarding your child's performance or behavior in school for a conference, not during your volunteer time.
6. Teachers, not volunteers, are responsible for communication to parents. If you have an issue, please discuss it with the teacher.