

# Classroom Volunteer Guidelines

## Creekview Elementary

Dear Parents and Friends,

We value our classroom volunteers and the assistance they provide our teachers and students. Thank you for volunteering to join us in helping our students become successful in their learning! We want this to be a positive experience for you, the student, and the teacher. Please read over the following guidelines. Then, please sign and date, returning to your child's homeroom teacher.

- Our classrooms are a safe and happy environment. We respect each child's individual rate and style of learning. We are very professional and respectful of the privacy our children and their families. We do not talk about individual students outside the classroom. Keep information concerning student grades or skills confidential.
- Please do not take / post pictures of anyone other than your own child while you are at school. Some parents have not given permission for their child's picture to be used and we want to honor that.
- All volunteers must sign in at the school office. Please obtain your Volunteer nametag and wear it during your visit. It provides clearance for you to visit only the area noted on the pass.
- Always use a soft, friendly voice when working in the classroom or with students.
- Encourage the children to do their best. Give positive, encouraging feedback.
- When working with students, please remember to focus on the children and save adult conversations for later. Information about individual learners is only discussed with the teacher.
- Please place your cell phone on vibrate or turn off.
- Please do not bring pre-school children if you are going to be working directly with students or in a classroom. Pre-school children are welcome if you are working in a pod or workroom area or the PTO room. Please do take them home if they are loud enough to disrupt students in their classrooms.
- Please do not attempt to discipline students. Instead, discuss behavioral concerns with the teacher and allow her to take appropriate action.
- Do not use student restrooms. Please use the adult restrooms in the pods or outside the front office.

I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Creekview Elementary.

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Printed Name

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Signature

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Date