

Volunteer /Visitor Guidelines and Expectations Moneta Elementary	
<i>People You Should Know</i>	<i>School Procedures You Should Follow</i>
Principal: Johnay Lee Office Secretary: Margie Mattox Bookkeeper: Debbie Kirby Guidance Counselor: Brittany Shirvani Designee: Angie Kraje	Fire Drill: Exit the nearest outside door that is not blocked. Dress Code: Dress as a positive role model for children. Our student dress code should guide you in making decisions about how to dress.
<i>Volunteer Expectations</i>	
<ol style="list-style-type: none"> 1. Check in the main office to obtain a visitor’s badge. Check out in the office when you are finished. All volunteers should have a designated purpose for their visit and a specific role or responsibility. Visitors may not loiter on campus or the playground. 2. Volunteers work directly under the supervision of the school’s professional staff. Ultimately, it is the school division’s responsibility for the education, safety, and well-being of each student. 3. All cell phones should be set on vibrate. We are asking that all volunteers refrain from talking on cell phones during the time they are volunteering at our school. Cell phone ring tones and conversations are disruptive to the learning environment. 4. Volunteers serve not only the needs of the children, but are an important link between the school and the community. Parents and other community members pay close attention to what you say about the staff and educational programs. Therefore, all volunteers have an obligation to keep all information related to students they assist confidential. Information regarding students, staff, and other volunteers are not to be discussed with anyone who is not entitled to the information. 5. Communicate your questions and concerns with the classroom teacher. If you don’t understand something, please feel free to ask them. 6. Be prompt and dependable. Report to the assigned classroom during regularly scheduled hours. Please call ahead if you are not able to volunteer during the set time. 7. Encourage our students to “Be responsible, Be respectful, and Be kind in their words, actions, and relationships” by modeling this behavior towards others. 8. Any volunteer who suspects child abuse should notify a teacher immediately. If the teacher is not available, speak with the principal or guidance counselor. 9. Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher during instruction so that children are dealt with fairly and consistently. 	

<i>May...</i>	<i>May not...</i>
<ol style="list-style-type: none"> 1. Provide clerical help like cutting, sorting, laminating, and putting up or taking down bulletin boards. This allows the teacher to spend more time working with students or planning for instruction. 2. Encourage and affirm students. 3. Be caring, but firm. Patiently allow the students to think and form answers, but keep them on task. 4. Be friendly and enthusiastic. 5. Listen to students read 6. Read to students 7. Help students with math activities 8. Help students with computer activities 9. Help with spirit activities 10. Help with special classroom events 11. Go on field trips 12. And many more..... 	<ol style="list-style-type: none"> 1. As a general rule, serve as a regular classroom volunteer in their own child's classroom. 2. Enter the clinic when taking students to the clinic. Simply, drop students off and return to the classroom. 3. Bring younger children or siblings. 4. Administer discipline. Behavior problems should be addressed by teachers and administrators only. 5. Initiate physical contact with students. Never put your hands on a student, especially when you are angry. Do not pick them up or place them in your lap. 6. Contact students outside of the school setting. 7. Correct staff members. See the principal with any concerns relating to staff members. 8. Take or post pictures of students on social media. 9. Use student restrooms. (Adult restrooms are available) 10. Visit with other volunteers in your child's classroom while instruction is taking place. Parents gathering to talk outside a classroom can be disruptive. 11. Give students any materials, including foods, without first discussing it with the teacher.

I have reviewed these "Guidelines and Expectations", have met with the principal or designee, and agree to comply with them while I am volunteering at Moneta.

Printed Name:

Signature:

Date: