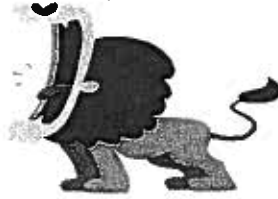


Galway Elementary Volunteer Guidelines



Sign-in Procedures —

Always report to the main office first, sign in and get a volunteer/visitor badge.

There is a binder in the main office for recording your volunteer hours. It is arranged in alphabetical order. Please complete a sheet with your name and use this each time to record your volunteer hours. This procedure is necessary for insurance and emergency purposes.

Upon departure, make a final stop in the main office to sign out.

These procedures are necessary for everyone's safety and school security!

Using Facilities—

Volunteers are welcome to use the staff restrooms available throughout the building. There are two staff bathrooms in the faculty lounge also.

If both lots are full, please park along the street where legal.

Please feel free to enter the teacher's lounge to use the soda machine but not to stay. It is important that teachers have a private place to work and, if necessary, share confidential information about students.

Please refrain from having your cell phone in the standard "ring" mode while in classrooms or the media center. If a call comes in, move into the hallway or away from students to talk.

Responsibilities...

Your work at school is valued. If you are unable to keep your commitment, contact the teacher or volunteer coordinator ahead of time or leave a message in the office.

Teachers appreciate your involvement. They do not need your participation in their lesson or activity unless they ask for it directly.

Teachers or other staff members are those with the primary responsibility for maintaining student discipline and determining instructional programs. When you are assisting, you will be asked to maintain proper student behavior. Please refer any repeated difficulties to a staff member.

Respect the rights of staff and students. All information at school is confidential. At no time should parent volunteers discuss other students or staff members. Respect the confidentiality of students' abilities and behavior. What occurs in the classroom should not be discussed elsewhere.

REFLECTIONS...

Be dependable....Use confidentiality...gossip can have overwhelmingly negative effects. Be responsible to ALL involved — students, staff and other volunteers.

Other reminders...

When using the copy machine, use the code provided by the staff member... When you are finished, make sure you clear the copier code so the machine is ready for the next user. If copying for the PTA, please use the PTA code which can be obtained from the secretary.

If you need to use a phone, please use one inside the office. Dial "9" and then your number.

Please do not use volunteer time in the building to visit your child or have a conference about your child. If you need a conference with your child's teacher, please set up an appointment.

Teacher desks contain private materials. It is not appropriate to look at papers on their desks or in drawers unless asked to do so.

If you are present during a fire drill, you must evacuate the building. Report to the nearest staff member with a walkie-talkie to report your whereabouts.

During a Code Blue remain in the room or work area that you are in unless you hear different directions from an administrator. If you are not in a room during a Code Red, report to the nearest room that can be locked.

We appreciate you!