

Do's and Don'ts of Classroom Volunteering

Studies show that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. Our teachers rely on the help of parent and community volunteers to meet student needs in the classroom and we welcome you to our school! We do ask that our volunteers follow these guidelines to ensure a productive and positive experience for all.

DOs	DON'Ts
<ul style="list-style-type: none"> ➤ Do sign up with your teacher for a specific time to volunteer; we count on you to be part of our team! ➤ Do share with your teacher which volunteer opportunity works best for you. (e.g. grading papers, copying material, assisting with art project, reading with students, helping students with math, helping students with writing, etc.) ➤ Do follow your teachers guidelines and instructions when volunteering ➤ Do honor your commitment and notify your teacher if you're unable to come at your assigned time ➤ Do keep all information about individual student achievement and/or behavior confidential ➤ Do adhere to our volunteer code of conduct and maintain a caring and positive attitude. 	<ul style="list-style-type: none"> ➤ Do not drop by the classroom; only scheduled volunteers should be in the classroom. ➤ Do not try to engage the teacher in a conference about your child while you are volunteering in the classroom. ➤ Do not interrupt the lesson - wait for an appropriate break in the instruction to ask questions or get clarification. ➤ Do not veer from the teacher expectations for your volunteer task (e.g. work only with your child, choose to read a different story, etc.) ➤ Do not share information about individual student achievement and/or behavior with community members ➤ Do not confront students (e.g. talk with a student about how they are treating your own child, etc.) or attempt to discipline (e.g. assign student to detention, etc.). Ask a staff member for assistance.

Siblings: While we appreciate our volunteers and the time they give to our school, we ask that other arrangements be made for pre-school age children while you are volunteering on campus.

Per PUSD Administrative Procedure 4.415.1, "parent visitations to their children's classroom are to be approved by the principal in consultation and agreement with the classroom teacher(s). This arrangement should be one day in advance at the minimum, to ensure that the visit does not interfere with the learning process or classroom program. The length and time of visitations must be clearly establish by the principal an teacher and should not exceed a single class period (typically 30 minutes for elementary school). Parents visiting classrooms should not engage in conversations with the teacher during the lesson, nor should they engage in conversation or questioning of students or examining of student work. This is necessary to protect student and parent rights to privacy as well as the basic need to maintain a learning environment which is not contrained by outside influences."