

Williams Elementary Protocol for Volunteers

At Jonesville School District we welcome and encourage parents to volunteer. The teachers appreciate the adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
 - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
 - Learn and support classroom procedures, social protocols, and routines.
 - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior. Volunteers should not engage in disciplinary action with students.
 - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.

- Do not use cell phones and other electronic devices in the classroom.
 - Photographs and video recordings (including cell phone recordings) taken on school property, in a school vehicle, or at any school sponsored activity or event shall not be published without the expressed prior consent by an administrator.
4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
 5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. entering grades in skyward, copying personal records, viewing academic data or records, etc.
 6. Volunteers must park only in the large, west parking lot and then proceed to check in and out at the front office. Volunteers should never come in any door other than the front door.
 7. All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of the volunteer in following these important guidelines, and we are very appreciative of those people who are able and willing to dedicate their time to supporting the education of all students. Thank You!