



Oran K. Gragson Elementary School

VOLUNTEER GUIDELINES 2017-2018

Welcome Oran Gragson ES Volunteers! The success of a school is directly related to PARENT INVOLVEMENT! Get involved, get excited and enjoy your volunteer time at Oran Gragson ES. Listed below are the guidelines expected of all volunteers on campus. Please read through the guidelines and sign to become one of Gragson's valuable volunteers! Thank you for your support.

As a volunteer, I agree to follow the Volunteer Guidelines. I will be kind, safe and responsible by doing the following:

- ❖ Pre-arranging a time, in advance with the teacher, to volunteer in the classroom and not interrupt other classrooms.
- ❖ Signing in and out of the office in the Visitor's Log and wearing a Volunteer badge while on campus.
- ❖ Dressing appropriately by following the CCSD dress code.
- ❖ Modeling positive behaviors using respectful, encouraging and appropriate language when speaking with students and adults.
- ❖ Being prompt, reliable and conscientious.
- ❖ Respecting the privacy of all children by keeping observations, experiences and information confidential.
- ❖ Following established school-wide expectations consistently which means that all school rules apply to volunteers too. Classroom supervision and student discipline are the sole responsibility of the teacher and school.
- ❖ Using the nurse's restroom in the office.
- ❖ Respecting teachers' privacy (lounge off limits to parents)
- ❖ Refrain from using cell phone in the classroom and keep it on vibrate while on campus to limit disruptions in the classroom.
- ❖ Understanding that siblings **may not** be included when volunteering due to liability and to devote quality time to the classroom without distraction to student learning.

I am also able to share the following skills and/or talents that I have: _____

I have read, understand and agree to abide by the guidelines set forth by the school in order to become a valuable volunteer.

Volunteer Signature

Volunteer Name (Print)

Date