

Volunteer Guidelines for Elementary Schools

Please read this immediately upon signing in at school. We appreciate your willingness to take on the responsibility of working with a classroom of children or with school staff, and we hope you enjoy your time at our school. The following guidelines should help your experience to be a successful one:

- Please arrive at your scheduled time.
- Report to the main office and sign in as soon you arrive. The office staff will contact your teacher or the staff member that you will be working with.
- Ask the office staff for the **Visitor Information Folder**. Read the emergency procedures for lockdown, earthquake and fire drills. Familiarize yourself with the building map and locate the exits closest to the classroom that you will be working in. **You (and any pre-school children) must participate in all emergency drills.**
- When you report to the classroom and as soon as time permits, ask your host teacher or staff member about the classroom rules and for a brief review of classroom emergency procedures. If you're going to be required to work on school equipment such as the copier, laminator or paper cutter, and have never worked those machines, please **ask for some training first!**
- **When you are working with students, a teacher should always be present. If a particular student is pushing your buttons, seek help from the classroom teacher or another staff member. Don't be afraid to ask for help!**
- **Never touch a student, especially in anger. Don't attempt to grab their arms, coat or collar. If positive words don't solve the problem, get assistance immediately!**
- At the end of your volunteer session, let the classroom teacher or staff member know that you are leaving. Don't forget to sign out at the main office before leaving the building.

On behalf of the students and staff of _____ Elementary School, we thank you for spending your time with us today. We appreciate your help.

Volunteer's Signature

Date