***RIDGEVIEW ELEMENTARY SCHOOL***

*Parent Volunteers*

hank you for your interest and willingness to participate in your child’s education as a parent volunteer at Ridgeview Elementary School. Not only will you be helping your child; you will also provide very valuable assistance to many other children in your child’s classroom. In some of our classrooms, teachers like to take advantage of the help that parent volunteers can and do provide for our students on an almost daily basis; others use parent volunteers on a less-often basis. No matter how often your teacher asks for your help, please know that we do appreciate the care and the hard work that parent volunteers bring to our classrooms and to our students.

There are, however, some ground rules that must be established that parent volunteers need to be aware of, ground rules the volunteers must follow if they are to be an effective resource for the classroom teacher. Please take a few moments to familiarize yourself with the following information.

1. If you are making the commitment to volunteer in your child’s classroom or library, please be aware that the teachers come to depend on your presence very quickly. They often make their daily plans based on whether or not you will be in attendance. If you have volunteered to come every Wednesday morning, for example, it is very important that you be here when you say you will be here. Obviously, if you are not well, or if you have a sick child at home, your place is at home. Sometimes, emergencies arise for all of us, and it won’t be possible for you to be here at your appointed time. In general, however, if you are scheduled for a certain time, please make every effort to be here at those times.
2. When you are working in a classroom or library, please remember that the teacher/librarian is in charge of that room. He/she is the person who will determine what is done and when it is done. An effective volunteer will follow the teacher’s direction. If you have questions about a particular procedure, there is certainly not reason why you may not ask about it. But please ask the teacher those questions in private, when children are not within earshot. Don’t contradict the teacher or question him/her in front of the students.
3. Please remember that during the time you are volunteering, the classroom teacher is instructing/supervising the class or using time to prepare for instruction. **This is NOT a time to talk to the teacher about your child.** The teacher should not be asked to take time away from the routines of the classroom. If you are interested in talking with the teacher about your child, please make an appointment to do so. There will be no special considerations. It is not appropriate to discuss issues in the presence of students or other teachers and parents that others should not hear.
4. Please remember that you will be working with impressionable children. Consequently, dress and conversation should always be appropriate for an elementary school.
5. As much as we value your help, **we would ask that you NOT bring any pre-school child or children when you come to volunteer**. Obviously, it would be difficult to work with a group of children and still keep an eye on your own pre-school child. Please make other arrangements for your pre-school child when you are coming to volunteer your time. If that is not possible, then perhaps you can volunteer in another capacity.
6. When you are here to volunteer, please stay in the location/classroom where you are volunteering. Parents roaming through the hallways often leads to disruption in other classrooms, as other teachers may not know who you are. Don’t “stop by” to visit another child’s classroom. All schools are very security conscious in these times, and it is important for us to do everything we can to maintain that security.
7. When you are volunteering with the children, please remember that you are not the classroom teacher. While your help is valued, you may not discipline children (other than to remind them to pay attention, for example). Any serious discipline situations on the part of any child should be brought to the teacher’s attention immediately.
8. Please remember to enter the building only through the front doorway/entrance and to report to the office before you go to the classroom where you will be working. All volunteers must wear a visitor sticker to identify you while you are here.
9. Parent volunteers should not go to the playground with the students during recess periods. Your volunteer time will be much more valuable if you remain in the classroom, preparing for the children’s return from the recess.
10. In the course of your volunteer time, you will occasionally see and hear things that may be of a more confidential nature. It is extremely important that incidents that occur in the classroom not be talked about with your neighbors outside of the school. Confidentiality for teachers and for students is very important, and idle talk in the community often becomes gossip and rumor. The very simplest way to avoid rumors is to not talk about what goes on at school with your neighbors.

I realize that this may sound as if we are trying to hide something, but that is not the case. If you have questions about something or the way certain things are done, please feel free to discuss the matter either with Mrs. Bond or the teacher. It is imperative, however, that confidentiality be maintained, both for students and for teachers.

Again, thank you for your willingness to help our teachers and our students this year. I hope that you find your volunteer experience to be a rewarding one.

Ali Bond, Principal