

Junction Elementary School Parent Volunteer Agreements ***Signature required on back**

Thank you for volunteering to work in your child's classroom. We depend upon you, our volunteers, to help make Junction a special, supportive place to learn and grow. There are several issues that we would like to make clear to ensure a positive relationship between you and the school community, for the good of our students.

Sign in at the Office and Wear Volunteer Badge

Parent volunteers must check in at the office and wear a volunteer I.D. badge, each time they work at Junction. Beside the obvious need to know who is at our school, we sometimes receive calls for our parents. Knowing where they are is vital, especially in emergencies. Please sign in and out on the volunteer roster in the school office.

Siblings Not Allowed During Volunteering

Younger brothers or sisters of students are not allowed to come into the classroom during your volunteer time (this includes classroom parties). Please make other arrangements for siblings when you come in and volunteer in the classrooms. This is for the safety and benefit of all our students.

Confidentiality

We insist that you maintain confidentiality both inside and outside of class. If parents ask you about a student's performance or behavior, please refer them to the teacher. It is inappropriate to discuss situations observed while acting as a volunteer. We also require that if you have a questions about a specific child, you ask the teacher in confidence and privacy, not in the presence of students or parents.

Names and Labels

Every child brings to school his or her own specific skills and abilities. Everyone is unique and special in their own way. Some learn quickly; some come to school with more developed skills. Each child grows and learns at his/her own pace. To us, they all come just the way they are supposed to be. We are here to help them grow as fast as they can. Please do not make value judgments or label the abilities or skills of any child. Please be careful not to compare your child to another in the class, as they are all unique individuals.

Questions and Issues

Each teacher's job is to make decisions in the best interest of the whole class. If you have a problem, issue or concern, please bring it to the teacher's attention privately, at an appropriate time. Discussing issues in the middle of class or with other staff members or parents is not appropriate at any time. Clear, open, and direct communication is vital to Junction Elementary.

Discipline

The school, and each classroom, has an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning inappropriate student behavior, we encourage parents to check with the teacher for the appropriate action and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help. Whenever possible, we try to work toward positive discipline. In practice, we "catch" the students doing appropriate

things and give the recognition in front of other students. We try to focus our direction on what we want the children to do, rather than on what we don't want them to do.

Positive example: "I want the group to be quiet because I have some important instructions. Thank you, Anna, Sean, I can tell you are listening."

Negative example: "Stop talking this minute. Sara, that means you. Sean, I told you not to talk."

Accept and Value Diversity

Each of our parents comes from a slightly different background and culture. They all have their own ideas and experiences about raising children. We ask that you accept their children and respect their beliefs and requests. The diversity of people, values, cultures, and beliefs is what makes such a rich experience for all of us.

Helping the Teacher and Class: Your Primary Responsibility

Parent volunteers work under the direction of the classroom teacher who defines the volunteer's duties and expectations. Your primary responsibility in the classroom is helping the class as a whole. By supporting the class, you will be building your own child's self-esteem. Please try to keep your roles of volunteer and parent separate in the classroom. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. Please do not try to solve problems for your own child while in class; that takes power away from your child. We are striving to help our students become more independent and self-sufficient.

Keeping Commitments

It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow through in a timely manner. The teacher will be planning for you to be there. Whenever possible, please call the day before (or at least send a note the morning of your commitment) if you are not going to be able to be in the classroom at the scheduled time. The teacher is counting on you and needs adequate time to adjust the class plans.

Support the Classroom Teacher to Maximize Instructional Time:

When you are volunteering in a classroom where several parent volunteers are present, please keep adult conversations to a minimum. This will assist students in staying focused on the classroom lesson or activity. Also, to avoid any unnecessary classroom interruptions, if you carry a cell phone, please turn off the ring tone and hold any phone conversations off campus. Remember Junction is a cell phone free campus.

Thank you for joining us in the educational partnership!

The Junction Staff

Please sign and date below

I have read the volunteer agreements, understand their purpose and agree to abide by them as a volunteer at Junction Elementary School.

Name _____ Date _____

Signature _____