



# Parent Volunteer Training

Helping to make  
John R Briggs Elementary School  
the best that it can be!

# What is covered in this training

- Why is this program important
- Expectations
- Confidentiality
- Your role
- Things to remember
- Concerns of teachers
- What to do if it doesn't work out
- What's next

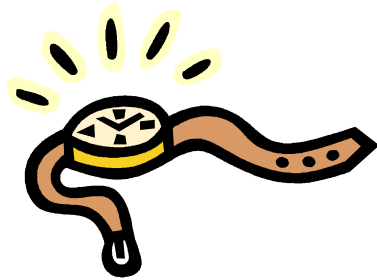
# Why is this program important?

- Students see connections between school and home.
- Parents understand classrooms much better.
- Teachers get much needed support.




# What do we expect from our volunteers?

- Please...be on time!



- If you are unable to come in... send a note or call the school to pass on the message to the teacher.



- Maintain your commitment!
- Be a role model – have a professional attitude.
- Wear a volunteer badge... go by Mr., Mrs., or Miss.
- Sign in and out at the office. 
- Don't expect to talk about your child with the teacher! This is ~~not~~ the time for a conference.



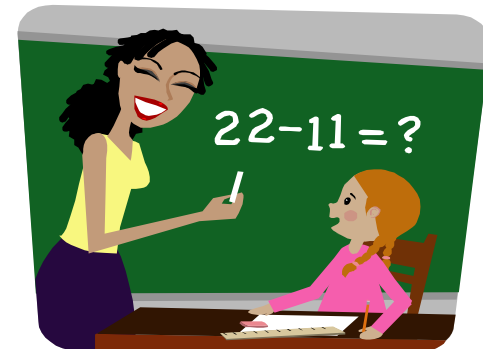
# Confidentiality is a must!



- In our schools, we respect and honor the confidentiality of every student. “Cute” comments or stories shared about children may seem quite innocent to you, however they could be upsetting to the child or his/her parents.

# Your Role as a Volunteer:

- To assist with the activity presented by the teacher
- To help the teacher, the students, and the classroom... not just your child. In fact, you may not work directly with your child.
- The teacher is responsible for the teaching...DO NOT change the method, this could be confusing to the children.
- Support the activities being carried out in the classroom
- Remember...YOU WILL NOT BE ALONE!! Don't be afraid to ask questions if you don't understand what to do.



# Things to remember:



- **Equipment:** Laminator, risograph, copy machine and any other equipment...have someone instruct you in how to use the machines...speak to the secretarial staff or ask the teacher about training.
- **Responsive Classroom:** This is the social curriculum that is used in our schools...builds upon respect and responsibility.
- **Emergency Situations:** Familiarize yourself the first day about the emergency procedure for the classroom (fire drill information is posted in each classroom). Remember that children look to adults for guidance. Do not contradict what the teacher is doing.



# More to remember:

- **Siblings:** Other children should not be attending volunteer sessions with you. You have a specific role in the classroom which deserves your full attention. Little children can be distracting to the rest of the class.



# What teachers want you to know:

- We value having volunteers in the classroom!



- Communication with the teacher is the key to everyone having a good volunteer experience for everyone.



- Behavioral issues, although rare, need to be handled by the teacher.



# #1 CONCERN of TEACHERS

## Confidentiality!!!

- Do not share what you have seen regarding individual children with anyone outside of the classroom.



- Remember you are seeing only a small glimpse of the children and their behavior during your volunteer time.



- What may seem like a small issue to you, could be a much bigger and more sensitive issue to another parent.



# What if things don't work out?

- Some children don't deal well with having their parents in the classroom.
- Your schedule changes and you cannot commit to the original plan.
- Some teachers have additional support in place and may not use parent volunteers on a regular basis.

SO...



- Consider volunteering in another classroom, library, art room, or other special subject teacher.
- Talk to the teacher and work on a better plan.
- Talk to the volunteer coordinators and/or principal for possible alternatives.

# What happens next???

- Once you have completed this presentation, please call Chris Eddy at (978)827-1456 or email her at [eddyeddytr@verizon.net](mailto:eddyeddytr@verizon.net) so we can get you started!



Thank you for your time!!

No ONE can do EVERYthing... ..EVERYone can do  
ONE thing!

Adapted from Westminster Elementary and Meetinghouse Schools. Many thanks  
to them!