



Parent Volunteer Training

Meetinghouse School and
Westminster Elementary



Volunteers are important!

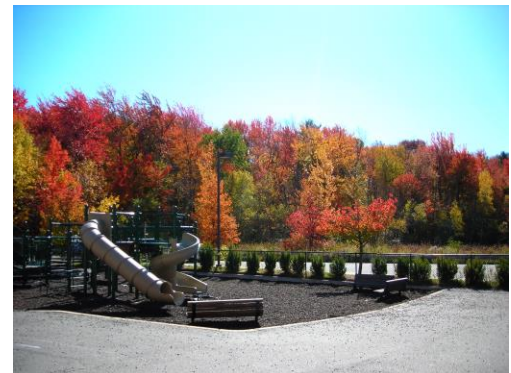
- Kids see connections between school and home.
- Parents understand classroom better.
- Teachers get much needed support.



Volunteer Opportunities



- Classroom / Art / Music / Drama / PE
- Computer Lab/ Library
- Recess / Lunchroom
- Special Activities / Events



Volunteer Expectations

- Please...be on time!
- Let us know if you need to cancel a scheduled time.



Not showing up for your volunteer time affects classroom plans and student expectations (schedule/routine).



Volunteer Expectations

- Maintain your commitment!
- Be a role model - have a professional attitude.
- Wear a nametag...go by Mr., Mrs., Ms
- Sign in and out of the office.
- Don't expect to talk about your child with the teacher. This is not the time for a conference!
- Remember, kids are very observant.



Volunteer Expectations



- No cell phones (including field trips and events such as Colonial Day).
- Social Networking (i.e., Facebook, My Space) about students, teachers, and school events is not appropriate.



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 more 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

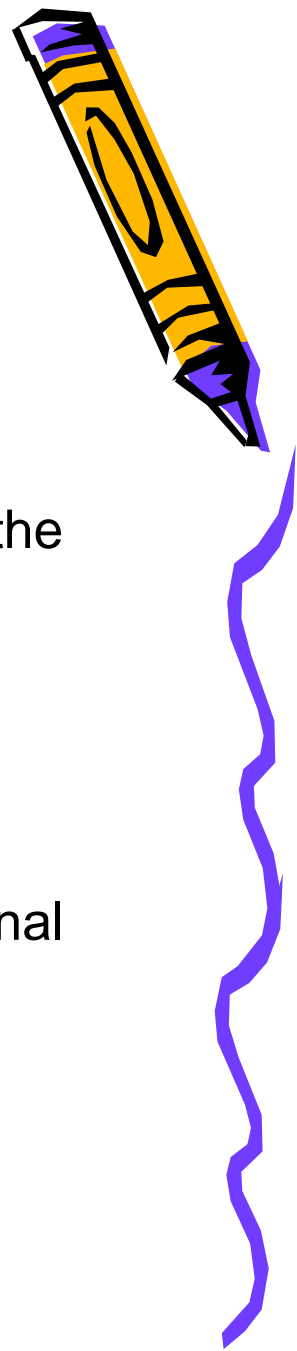
Equipment: Laminator, risograph, copy machine, book binding machine...have someone instruct you in how to use these machines...speak to the secretarial staff or ask the teacher about training.

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 to wear:** Consider the activities you will be asked to participate in...comfortable, casual, yet professional (Friday is casual day...many staff members wear jeans.)



What Teachers Want You to Know



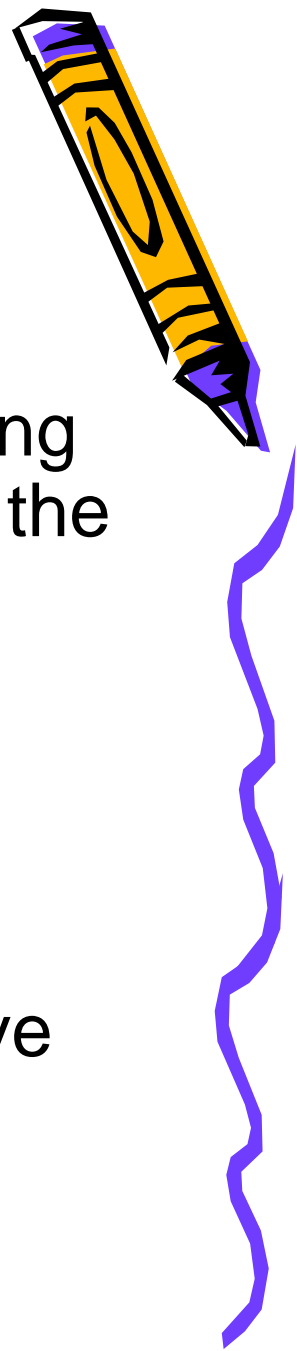
- We value having volunteers in the classroom!
- Communication with the teacher is the key to having a good volunteer experience for everyone.
- Behavioral issues, although rare, need to be handled by the teacher.



#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?



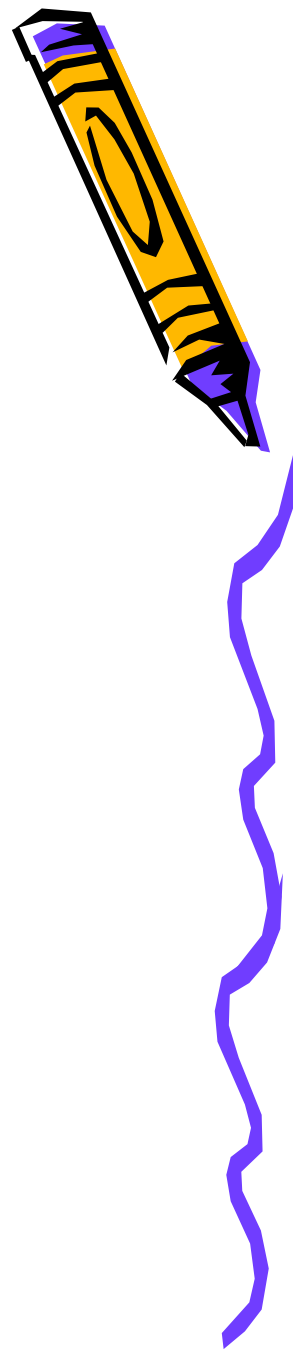
- Some children don't deal well with having their parents in the classroom.
- Your schedule changes and you can not commit to the original plan.
- Some teachers have additional support in place and may not use parent volunteers on a regular basis.

SO...

- Consider volunteering in another classroom, or for a special subject teacher.
- Talk to the teacher and work on a better plan
- Talk to Mrs. Marquis or Mrs. Taylor for possible alternatives.



What happens next?



Return the needed paper work...cori forms and volunteer sign up sheet, and the bottom part of this sheet to show you have read the handbook.

Teachers will contact you about dates, times, etc.

Volunteers will begin by the end of October. If you have not heard from the teacher by then, please call the school at 978-874-2043 (WES) or 978-874-0163 (MHS)

Any questions ...call Mrs. Marquis or Mrs. Taylor

YES, I have read the parent volunteer handbook.

Date

