

# Germantown Elementary School Volunteer Guidelines and Expectations



## Volunteers are Essential Members of Our School Community!

### Expectations, Information, and Tips

#### Effective volunteers:

- Are interested in helping all students succeed
- Show a warm, friendly attitude
- Work well with others in the school

#### Responsible volunteers:

- Go to the main office to
  - sign in and sign out on the volunteer log
  - get and wear a visitor's badge/sticker
- Check in with the teacher and ask how they can help
  - Schedule a time, in advance, to come see teacher(s) if possible
- Respect confidentiality regarding students and school information
  - don't give out personal information
  - don't talk about students outside of school
- Maintain communication with the teacher, principal, or Ms. Saunders, Counselor and Volunteer Coordinator
  - questions or concerns

### Examples of Typical Volunteer Tasks

#### At School:

- Read aloud to groups or individuals
- Work 1-on-1 or in small groups with students in math or reading
- Go on Field Trips
- Plan Valentines or Halloween Parties
- Help out in the lunch room
- Facilitate game- playing at recess
- Stuff home-school folders
- Copy student materials

- Update data notebooks
- Maintain bulletin boards
- Assist during special classroom projects
- Help with class parties
- Working at centers with students (ex. playing educational games)
- Help students memorize math facts or sight words
- Reviewing reading and math strategies with individual or groups of students
- Helping with student writing and editing
- Listen to a child read a book aloud
- Run a special project

#### At Home:

- Cut out materials for teachers
- Read the school and grade level newsletters
- Create needed materials on the computer
- Check school website for periodic updates
- Network to try to build PTA and/or other parental involvement

#### Tips for volunteers

- Be positive with adults and students
- Encourage students with specific praise
  - I know you can do it!
  - I like the way you...
  - This is great work because you...
  - You really helped out when you...
  - Good thinking about...
  - Thank you for....
- Be enthusiastic
- Be patient
- Help students "DEBUG" when someone "bugs" or bothers them
  - Ignore
  - Move away
  - Talk friendly
  - Talk firmly
  - Get adult help
- Carry out fire drills, code blue or code red drills according to procedures or staff direction
- Please ask if you are confused or need help

#### On the playground

- Move around so students are monitored
- Take the lead of a group game
- Be alert! Stop unsafe or inappropriate behavior immediately

- Dangerous actions or fighting
- Bullying or teasing
- Help students problem solve or "DEBUG"
- Notify staff immediately in case of injury, or other serious incidents
- Seek staff assistance for challenging behaviors

### Indoor recess

- Assist staff to monitor children as they play quiet games, read, use the computer, or carry out activities left by the teacher
- Reinforce classroom procedures or rules
- Help students keep the classroom clean

### In the lunchroom

- Circulate to answer students questions or distribute forks, ketchup or other needed items
- Encourage quiet, positive talk among children
- Help students as needed with their lunch and clean up
- Monitor safety - spills, behaviors
- Seek staff assistance for challenging behaviors



**Thank you for your valuable help!**