

Rolling Terrace Elementary School  
Volunteer Information Handbook

Please direct any questions about this information to the PTA Volunteer Coordinator, Ruth Schilling, 301.588.4282//ruth4sons@aol.com or to the Volunteer Liaison on staff, Haydee Puertas, 301.431.7600.

You have volunteered to help during programs and events sponsored by Rolling Terrace Elementary School or the Rolling Terrace PTA. The Rolling Terrace staff and PTA greatly appreciate and value your willingness to help your child and the Rolling Terrace community.

When volunteering at a school activity, please remember the following:

- Sign the volunteer book in the front office. Rolling Terrace gets credit for your volunteer work. The county tracks volunteer hours in the schools. The efforts by individual volunteers and schools are recognized by the Montgomery County Public School System.
- To ensure school safety, request a volunteer sticker from the front office. This will ensure that you are acknowledged as a working member of the school team during your volunteer time. Remember to always respect school policies, rules and regulations.
- Please do not use your volunteer time to speak to your child's teachers or other staff members about your child. Schedule an appointment with your child's teachers or school staff to address any questions or concerns related to your child.
- Maintain the confidentiality of any information you learn during your volunteer work. When you discuss student's needs with teachers, you may learn personal information. Such information is confidential and must not be discussed, except with responsible staff members. Discussion about students, their homes or the school could cause harm to the student, the family, and the school.
- Finally, if after you have completed the duties you were assigned you find you have more time to work in the school, take the initiative to suggest to the R.T. staff other duties or assignments that you could do. These duties could include, but are not limited to; setting up a bulletin board, photocopying materials, sorting teacher's mail, or helping in the media center.

#### STATEMENT OF COMMITMENT

As a volunteer working in Montgomery County Public Schools I agree to:

- Sign in and out at the designated place
- Attend orientation or training sessions that may be necessary to help me in my job
- Abide by all school rules and Board of Education policies and regulations which are applicable to me
- Honor the commitment to work as scheduled
- Keep school information confidential
- If I must be absent from a scheduled commitment I will notify the teacher/PTA representative

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Signature, Volunteer

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Date

I think that covers it! Again, many thanks. I will send in the form, "Language Bank Tracking Sheet," that acknowledges your time and work. Take good care, Ruth  
(Ruth Schilling)