

## PARENT VOLUNTEER INFORMATION

*Thank you!!*

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Thank you for agreeing to volunteer at Granger Elementary. Our volunteers are a very important part of our students' Granger experience. The following outline describes our volunteer program and our expectations.

### **I. Goals of the Volunteer Program**

- a. Encourages parental involvement in their children's school activities
- b. Assists teachers and school staff
- c. Helps the total school program so that all children are encouraged to grow and succeed
- d. Our volunteers are positive school ambassadors

### **II. Volunteer Opportunities**

- a. Cafeteria supervision
- b. Classroom volunteers
- c. Library volunteers
- d. Specific program and PTO volunteers

### **III. Roles and Responsibilities**

- a. Work under the direction of a teacher or school staff member
- b. Be on time and dependable
- c. Supervision of students is a major responsibility. Please refer all discipline/safety concerns to a school staff member.

### **IV. Safety Procedures**

- a. Sign in and out of the office and wear the volunteer tag. Please only go to the area/classroom in which you are volunteering.
- b. Follow staff member's lead regarding procedures for fire, tornado, and safety drills.
- c. Do not give any food or snacks to any student unless directed to do so by a staff member. We have several students with food allergies.
- d. Volunteers shall work in an area that is visible to a staff member.

### **V. Cautions**

- a. Confidentiality is a must – Information that you read, see or experience about children or staff members while volunteering is to remain confidential. This is an absolute requirement of any volunteer.
- b. All contacts with parents are to be made by staff members.

**Thank you for volunteering at Granger Elementary! Your service is invaluable to our students and staff!**