

Greenmont Avenue Elementary School

Volunteer Guidelines/Expectations

Welcome and thank you for volunteering to assist in your child's classroom at the Greenmont. This will hopefully be one of the most rewarding opportunities for you as a parent/family member. Our teachers value the assistance and effort that all of our family members contribute to making the Greenmont a memorable experience for all of our students. This special commitment brings with it a strong sense of responsibility. Please take the time to read through the Guidelines/Expectations to ensure that you are familiar and understand what is expected prior to volunteering in the school. Any questions you may have regarding your role or participation should be directed to your child's classroom teacher, who can answer them in greater detail. If you have any further questions regarding your role or the guidelines in this booklet that the classroom teacher could not answer, I would be more than happy to talk to or meet with you personally. I can be reached at (978)453-1797 or at dhill@dracut.k12.ma.us. Thank you again for taking the time and committing your time to the classroom. It will mean the world to your child and further reinforce the importance of education!

Sincerely,
David S. Hill
Principal

A Caring, Committed Community of Learners!

EXPECTATIONS for Greenmont Volunteer

What are the Expectations of a Greenmont Volunteer?

- * Complete a CORI (criminal offense record investigation) form at the main office. Approval takes approximately 2 weeks after the office receives the form. Background checks must be completed year.
- * A positive, patient, and supportive attitude when working with all students and teachers!
- * Be punctual, dependable, and regular in attendance!
- * Be discreet and compassionate!
- * Be quick with appropriate praise and kind with criticism!
- * Recognize that you play a vital role in making our school a safe, and nurturing place to learn for all our students!

What are my Responsibilities as a Volunteer?

- * Sign in and out in the school office and wear visitor badges while visiting the school building at all times.
- * Maintain confidentiality in regards to students and staff. Share concerns regarding a child with the teacher and/or principal only.
- * Never discuss a child's behavior, academic performance, or other student information outside of the classroom and/or school.
- * Notify the school/teacher in the event of absence. If you cannot help out on a scheduled day, notify the teacher/school as soon as possible so that other arrangements can be made.
- * Work under the supervision and direction of your child's teacher. Develop a relationship based on mutual respect and trust. Remember that the teacher is in charge and that all questions and procedures pass through her/him.

- * Dress in school-appropriate attire. As an adult you are a role model for our students. Your appearance should be professional.
- * Do not promote commercial products, religious beliefs, political views or candidates.