



Annual Acknowledgment

Parent Volunteer Duties, Obligations, and Responsibilities

After participating in an initial orientation/in-service, a parent volunteer only needs to attend a subsequent training upon changing schools or levels. The parent volunteer, however, is still required to annually read and acknowledge with his or her signature, the duties, obligations and expectations of a responsible parent volunteer.

The following guidelines/procedures shall serve as a review of your important role in our schools:

- Sign in at the welcome desk or other designated area. Obtain a visitor's badge and wear it while performing your volunteer duty. Report to your assignment and check-in with the staff member in charge. Sign out and return your identification badge.
- If you witness a medical incident, immediately report it to the teacher.
- Exit the building during fire alarms and quietly wait outside for further directions, or for the signal to re-enter the building.
- Demonstrate respectful behavior. Address teachers by their title (i.e., Mr., Mrs.). Discuss concerns with the teacher confidentially and away from students.
- Establish a line of communication, know the expectation of your assignment, and ask for clarification if necessary.
- If you cannot honor your commitment, contact the volunteer coordinator as soon as possible.
- Do not discipline students. If the teacher does not witness a behavioral incident, immediately report it to the teacher.
- Maintain the *highest level of confidentiality*. Do not discuss your observations of students with others, including behavior or academic performance. Do not discuss your child's performance.
- Siblings are not permitted to accompany you on assignments.

Thank you for volunteering again to assist our staff and students. Your time, effort, and expertise are greatly appreciated.

By signing, I acknowledge that I have read, understand, and will comply with the duties, obligations and expectations of a responsible volunteer.

Print Name

Signature

Date

Print Student Name