

PARENT VOLUNTEER EXPECTATIONS

BE PREPARED

- Arrive on time and ready to volunteer. Check in with the front office with a photo ID.
- Check the VIRTUS requirements on Volunteer Mark before signing up for opportunities.
- Arrange childcare for any little ones before signing up to volunteer unless a child friendly opportunity (such as a class party) is specified in Volunteer Mark.
- Remain with the teacher you have volunteered to support. Do not travel to other locations on campus.

BE ALIGNED

- Champion our school mission statement.
- Remember that your role is to support the teachers. If needed, ask for clarification on how to help.
- Follow the instructions of staff members.
- Parent volunteers may observe sensitive matters. Always respect the privacy and dignity of students, staff and families and refrain from gossip.

BE SAFE

- Many of our students have allergies, health considerations, disabilities, school accommodations, etc. that volunteers are not aware of. Therefore, volunteers should:
- Never intervene in student discipline or health matters and alert a staff member of any concerns observed.
 - Avoid distributing food to students (though preparing food and allowing a staff member to serve it is welcome.) Ensure that gifts to students are pre-approved and received by all.
 - Never give students permission to leave the supervision of their teacher, even to go to the bathroom or clinic.

BE COUNTED

- Sign up for the Volunteer Mark App to be notified of volunteer opportunities.
- For K-8 families: Earn 12 hours during the school year. For preschool only families: Earn 6 hours during the school year.
- Each hour earned volunteering will be recorded in Volunteer Mark. If adjustments are needed in the app, please contact Michelle Kabadi.
- PTO chairs and room parents receive 12 points for serving in these roles.

