

IMSA West

Parent/Community Volunteer/Visitor Guidelines

Thank you for volunteering/visiting to help us. We truly appreciate it.

Steps to take:

- Review and sign these guidelines document
- Fill out the "[Background Check](#)" form and submit to the office two weeks before you volunteer.
- Finalize the dates and times to volunteer/visit with the school at least **24** hours in advance
- Sign in/out each time you volunteer/visit
- Wear the "parent volunteer/visitor" badge at all times

Volunteers always work under the direct supervision of the professional administrative and teaching staff at each school and only with those teachers who have requested services of the volunteer. IMSA is responsible for the education, safety and well being of each student. The principal or volunteer coordinator may request the reassignment of a volunteer if needed.

Please be considerate of the following items while you volunteer/visit:

- Please observe CONFIDENTIALITY. Any conversations or observations encountered while in school setting are not to be discussed with anyone other than the principal or your supervisor.
 - Always contact the school ahead of time to inform them when you will be absent from volunteering.
 - Always follow the instructions given by the teacher.
 - Never contradict or try to correct the teacher in front of the students.
 - Do not interrupt the teacher
 - Have a positive, interested and friendly attitude towards students and adults.
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- ❖ **If your child is a student in the classroom in which you are volunteering/visiting**, treat all students the same and do not give special treatment of your child.
 - ❖ Do not enter your child's classroom unless you have permission to be there.
 - ❖ If a child misbehaves, firmly and calmly request the student to report to the teacher or principal or make the teacher aware of the situation.
 - ❖ Important conversations deserve preparation and dedicated time. If you need to speak with a teacher about your child, schedule a mutually agreeable time outside of class-time.
 - ❖ There are phones in the office for emergency and school-related calls. Please turn off cell phones or place them on silent mode. You may leave the school office number in case of emergencies.

Field Trip Specifics

- Act as an authority figure. Realize your 1st responsibility is to help, NOT socialize.
- Impart NO special favors.
- Abide and enforce the parameters set forth by the teacher.

Your Available Dates and Times: _____ Grade Levels: _____

Parent Name: _____ Parent Signature: _____

Student Name: _____

Why do you want to volunteer: _____