**MCKINLEY ELEMENTARY SCHOOL**

**PARENT INVOLVEMENT POLICY 2011 – 2012**

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**Purpose**

**The purpose of this document is to define the rules and guidelines for McKinley**

**Elementary School Volunteers in order to facilitate excellence in education. McKinley Elementary School partners with parents and its community to provide a safe and nurturing educational environment which emphasizes academic achievement, personal integrity and responsibility. As, such the school’s objective regarding parent and community volunteers is to utilize the multitude of resources available, including gifts of time, skill and knowledge found within our families and community.**

**Volunteer Code of Conduct**

**In order to promote a safe environment in our school, it is essential for all volunteers to adhere to a professional code of ethics. Each school volunteer is required to follow the rules defined in this policy. Failure to follow these rules may result in a revocation of volunteer privileges. Volunteers are required to read and sign the McKinley Elementary School Volunteer Policy. Please hand in the signed copy to the school parent liaison before beginning your first assignment. A new form will have to be filed annually. In order to promote a safe environment in the school, all school volunteers must adhere to the following rules.**

**Confidentiality**

**Please maintain confidentiality regarding ALL students. You may have access to grades, records and personal information. Any information pertaining to a child must remain in the school. It is never appropriate for a volunteer to discuss a child’s progress with anyone other than the child’s teacher.**

**Dependability**

**Please realize that what you are doing is important to all of us. Be reliable. The teachers/staff have planned activities for you and the students. If something comes up, please be considerate of those depending on you and arrange for replacement and call the office.**

**Communication**

**Your volunteer work should be a learning experience for you. When you have questions about policies and procedures, ask the appropriate staff member for clarification.**

**Support**

**As a McKinley Elementary School volunteer, you will be in a support position. Your role is to support the classroom teacher and the school at all times. The teachers and staff are responsible for the education and safety of the students at McKinley Elementary School and they have asked for your help in achieving their objectives**

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**Consistency**

**Be consistent with McKinley Elementary School’s and the teachers’ rules for behavior and the policies for the school. Always remember that the teacher is the authority in the classroom and must be supported by all volunteers. Never assume responsibility of discipline of students. If you witness inappropriate behavior or other infraction of school rules, please report it to a staff member.**

**Respect for Learning Process**

**Do not use your time at the school for informal parent/teacher conference. This can be disruptive to the learning process for all students. Please make other arrangements to discuss your child’s progress with the teacher at a different time. While in the classroom, please be discreet as possible and do not interrupt the teacher.**

**Role Model**

**You are a role model for the students when you volunteer. Students are watching, listening**

**and learning appropriate behavior from our actions. Inappropriate language and/or discussions are not allowed on school grounds. Please act accordingly and dress appropriately (see the staff Dress Code Policy for Guidelines)**

**Building Access**

**Please do not enter areas designated as “Staff Only” unless given explicit permission to do so. The staff lounge is a place for the staff to be able to freely collaborate on their curriculum delivery including the needs and performance of specific students. It is inappropriate for volunteers to overhear or be involved in discussions involving specific students.**

**Representation**

**As a volunteer, you are not an authorized agent of the school. In the course of your volunteer work, at no time may you imply or state that you are a representative of the school. You cannot make commitments on behalf of the school, unless given written authorization, direction, and terms only by the principal.**

**Safety Procedures**

**The safety of our children is our number one priority. All volunteers are required to follow school safety procedures. Volunteers, as with all visitors, must enter from the front entrance of the school and sign in at the security desk. Each volunteer must wear the proper identification badge ( given to you by the school parent liaison) at all times while in the building. It is very important that the faculty and the staff know when volunteers are on school grounds.**

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**Volunteer Hours**

**All volunteer hours must be recorded. Volunteers are responsible for tracking all hours spent volunteering at McKinley Elementary school. Volunteers sign in and out of the logbook in the parent room when volunteering in the school building during school hours. When volunteering during non-school hours or off site, volunteers should record the hours as soon as possible after the event.**

**Emergencies**

**Volunteers should report emergencies or dangerous situations of any kind immediately to an administrator, teacher, or nurse. McKinley Elementary School has specific procedural guidelines for emergencies.**

**Supervision of Students**

**A single volunteer shall never be alone with a child or a group of children. If a volunteer is working one on one with a student, it must always be within an area where at least one other adult is present or in an open area. This help to protect the children, as well as adult volunteers, and will help ensure that McKinley Elementary School will always be a safe environment for the students.**

**Other things to keep in mind to continue to have a Positive volunteer experience:**

* **Religion and Politics are not discussed**
* **Refrain from gossip**
* **Respect one another and each others’ personal items**
* **Maintain the cleanliness of the Parent Room**
* **Remember this is a working environment**

**As a volunteer, I have read and agree to abide by all McKinley Elementary School**

**policies and procedures.**

**Volunteer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewed by Principal, Vice-Principal and/or Parent Liaison:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

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