



Van Buren Elementary School Volunteer Information

Dear Van Buren Volunteer,

Thank you for choosing to volunteer in support of our students and staff here at Van Buren. Parent volunteers offer a rich resource and support base for our school community while showing their children the importance of participating in the larger community. By you being here to help, you are sending a clear message that you value education and your child's growth and progress. You are showing that you are willing to do what it takes, to support this important endeavor with your child. In short... you are walking the walk.

We, at Van Buren, reap many benefits from the time and efforts of our volunteers. Your various skills provide our students with many opportunities and experiences they may not have otherwise. You bring true enrichment to their learning. Numerous studies show that you and your student also reap important benefits from your volunteering commitment. According to these studies, because of your generous donation of time, your student will perform better in school overall, have greater confidence in their own ability and have fewer behavior and academic challenges. Additionally, you will be able to gain insight into the routines and activities your child is experiencing throughout the school day. You will see, first hand, what a typical day is like at school. This allows for rich and important conversations later at home. What a wonderful way for you and your family to share in the educational experience of your child!

The Van Buren staff and I are so grateful you are here! Thank you for giving so generously of your time and talent. You truly make our school a better place for all!

Who May Serve as a School Volunteer?

School volunteers may be parents or community members who support and uphold the educational program. Volunteers can assist the classroom teacher in many different ways: providing tutorial help with individual students, helping students in the computer lab or library, or by performing clerical duties such as copying, cutting, correcting papers, etc. Volunteers can also be of assistance by sharing a special skill, occupation, or talent with the students during classroom presentations and/or assemblies.

What are the Qualifications?

- ★ A sincere desire to help
- ★ A fondness for children and a sense of enjoyment in working with them
- ★ Dependability, friendliness, and flexibility
- ★ Good ethical standards
- ★ A willingness to learn and follow directions
- ★ Maintaining strict confidentiality regarding students/parents/staff
- ★ An awareness of the ethical and legal responsibilities involving the privacy of students' progress and records

How Can Volunteers Be Effective?

- ★ By working with the PTA volunteer coordinator, assisting with PTA functions, and serving on school committees
- ★ By attending and participating in school/parent functions such as School Site Council meetings, PTA meetings, and parent education workshops
- ★ By learning about the school and school district's policies and procedures

General Guidelines

- ★ All visitors and volunteers are required to check in through the office and wear an identification sticker.
- ★ Please park in designated visitor parking spaces or in the surrounding neighborhood. Staff parking spaces must be kept available for staff members arriving mid-day.
- ★ Children are not permitted to join you while you volunteer on campus.
- ★ Dress appropriately: the student dress code standards provide good guidelines. Please remember that you are an adult role model whenever you are on campus.
- ★ When working with students, create a warm environment that encourages learning. All information about student progress should be kept confidential, including information discussed by staff.
- ★ Volunteer time is not a good time to discuss your child's progress with his/her teacher.
- ★ When working with other volunteers, please remember that children are very impressionable and often overhear what you are discussing.
- ★ If a staff member needs to use the copier, please finish the copy job you are on and allow the staff member to use the machine. If other volunteers are waiting to use the copier, please be considerate and take turns.
- ★ When working in the workroom, please make sure you put away all supplies and leave the area as clean as possible.
- ★ Cell phones and mobile devices must be turned off while you are working in the classroom as they are a distraction from instruction. If it is necessary to use a phone, please step outside.

Safety Issues

- ★ When using paper cutters, make sure you keep fingers, hair, clothing, and jewelry away from the blade.
- ★ Always lock the paper cutter when finished.
- ★ The laminator is for staff use only.
- ★ If the copier jams, please notify the office. **Do NOT** attempt to clear the jam yourself!
- ★ No students/children are allowed in the workroom at any time.

Please contact your child's teacher if you would like to be a volunteer. The PYLUSD Volunteer Liability and Confidentiality Statement must be completed and returned to your child's teacher prior to volunteering at Van Buren Elementary School.