

BOWER HILL ELEMENTARY SCHOOL PTA VOLUNTEER GUIDELINES AND RESPONSIBILITIES

1. All volunteers must sign in and out at the office, present a photo ID, and wear an identification badge at all times.
2. Must have clearances required by District on file. (Act 151, Act 34, Act 114)
3. Be respectful. This is not the time to visit classrooms and teachers.
4. Be reliable. Call the activity/ event chairperson, teacher, homeroom parent, fellow volunteer, or school office if you are unable to keep your commitment. If possible, try to get a replacement.
5. Be prompt. There is usually only a certain amount of time allotted for various programs and tardiness cuts into that time.
6. Be confidential with things you see and hear at school. You can discuss your enthusiasm for volunteering with friends, however, be careful what information you share. Never discuss individual children with others.
7. Remember that you are here to support the teachers, not replace them. The volunteer program gives parents the opportunity to work inside the school where they will develop a better understanding and appreciation for what is happening in school and what the school is attempting to do for every child. Education is a team effort, and the volunteer program is a vital part of this concept.
8. Seek out something worthy of praise in each activity with a child. Do not give undeserved praise. It must be genuine or you will lose the child's respect.
9. Use tact. If a child gives an incorrect response: say, "That's a good try." Do not keep telling a child he/she is wrong.
10. Show your interest by learning and using the names of the children.
11. Be honest with the children at all times. Do not be afraid to admit you do not know an answer. Sometimes it is encouraging for a child to see you make a mistake.
12. Show each child you care by listening. Do not be uncomfortable with silence. Sometimes a child needs to think about what he/she wants to say.
13. Treat children fairly at all times.
14. Encourage children to have a positive attitude toward school and teachers. Do not be critical of teachers or the system in an attempt to identify with the children.
15. Let the teachers handle the disciplining of a child.
16. If you do not know... ask.
17. Maintain a sense of humor.
18. Toddlers/siblings are NOT permitted to accompany parents.

The PTA is sharing this information through the Peters Township School District. The event or program is not initiated or supervised by the district.