

## **THE LIGHTHOUSE SCHOOL VOLUNTEER EXPECTATIONS**

Employees have the right to choose not to have parent volunteers in their classroom. While Lighthouse does encourage parent involvement, teachers can decide if and how they want to incorporate parent volunteers into their classrooms, based on their teaching style and classroom needs.

Employees also have the right to determine how often, when, and for what projects they want or need parent volunteers and to choose volunteers whom fit their classroom style.

Because employees have employment rights, schools are not required to have written policies governing parent volunteers.

*Below are general expectations of Parent Volunteers at TLS.*

**Duration:** Volunteers should be on campus for pre-determined duration of time with an intended and requested purpose.

**Servant Attitude:** Volunteers should have the ability to follow teacher instructions, guidance on classroom routines, school and classroom specific rules, and adhere and uphold classroom management strategies.

**Respect for Student Independence:** Volunteers should encourage students to try tasks independently before offering help.

**Scheduled times:** Volunteer times should benefit the classroom needs, be pre-approved by the teacher and scheduled in advance of showing up at the school (Please check in at the office).

### **Things Background Cleared Parent Volunteers can do to help around the school when requested:**

- Support 1:1 memorization practice i.e. flashcards, poems, etc.
- A parent can be a designated photographer to provide pictures to share for the yearbook
- Help the students make crafts on designated crafting days
- Sign up to be the room parent to assist the teacher in organizing class activities
- Help with small group activities as requested by the teacher
- Prep activities for the teacher (count out papers, cut papers, etc.)
- Clean counters / student work areas and helps kids organize cubbies / desks
- Make copies as needed for the teacher using the hallway copier
- Weed garden beds when the playground is not in use
- Specified tasks pre-approved with director pertaining to specialized knowledge areas
- Accompany classes on both day and overnight field trips

### **Things Parent Volunteers can do at home:**

- Write thank you cards to staff members for teacher appreciation week in May
- Pre-prep craft materials
- Cut out laminated materials
- Hole punch materials that go into binders

### **Things Parent Volunteers CANNOT do:**

- Use the parent Directory contact information for any purpose not related to school business
- Grade student work
- Take home student/teacher files
- Behavior/IEP/504 support
- Coordinate curriculum / lesson plan
- Organize bookshelves, play areas, or kitchen spaces
- Use the laminator
- Support playground supervision during recess
- Administer First aide or medications to students
- Be in or use identified staff only areas (below) without pre-approval from the Office;

Employee Lunch room	Cafeteria kitchen	Nurses Bay
Employee Lounge (in gym)	Custodian Closets/Maintenance room	Copier supply room (by office)
Drama room	Archery room	Science / Cooking room

**Engaging in any of the above prohibited activities as a volunteer can result in a restriction of volunteer privileges, up to and including trespass from school grounds**