

PARENT VOLUNTEER GUIDELINES

Brookside Elementary School

Brookside places a high value on volunteers. We simply could not run many of our programs without the invaluable help of our wonderful parents. In our effort to maintain a safe, effective learning environment at Brookside, it is important that the following guidelines are followed when volunteering at school. We thank you for all that you do!

- Volunteers and visitors must check in at the school office and wear a visitor's badge (sticker). When leaving, volunteers must sign out. This promotes a safe environment for our students and staff.
- PTA has an additional sign-in for classroom/special event volunteers. Please make sure to sign-in and sign-out on the PTA log whenever volunteering on campus.
- Please do not use your cell phone while volunteering.
- Individuals under the age of 18 are not permitted to volunteer in classrooms or accompany parent volunteers in the classrooms or on field trips (as such, volunteers may not bring younger children when volunteering at school during school hours).
- Please refrain from side conversations with other adults when the teacher or other staff member is instructing students.
- Volunteers are to remain confidential in regards to viewing student learning, observing special needs, etc.
- Students are to respect volunteers and the teacher is responsible for discipline issues.
- Volunteers should always follow teacher directions.
- Teachers and staff should be offered first priority to use copy machines and equipment.
- Volunteers must be at least 18 years of age.
- Please maintain appropriate, civil demeanor and language while volunteering on campus. Profanity and other language or actions deemed unprofessional by the school principal may result in the loss of volunteer privileges.