

### Let us know what you like to do...

arranging bulletin board displays  
assisting with computers  
assisting with Accelerated Math  
book conferencing  
binding books  
classroom parents  
collating and stapling papers  
helping with choir  
correcting papers  
cutting paper for art projects  
chaperoning on field trips  
fund raising  
assisting with health screenings  
library support  
helping with plays and programs  
helping pupils catch up on missed work  
helping with parties  
recess volunteer –teach playground games  
assisting with art projects  
keyboarding student's stories for books  
photocopying  
reading buddy  
tutoring  
special events  
guest speakers  
tutoring in math, reading, or writing  
working with a small group of students  
working on classroom projects at home  
almost anything!

### Volunteer's Code of Ethics

1. Respect the confidentiality of the teacher and the students, and refrain from discussing them outside the school situation.
2. Practice tolerance and understanding towards the children and teachers with whom you come in contact.
3. Refrain from discussing concerns regarding a specific staff member or other volunteers until the person in question has been consulted or informed.
4. Be dependable. Follow through on tasks by attending at the times or dates arranged. Inform the school of any absences as far in advance as possible.



*Besides helping the school, volunteers are teaching the next generation the joy and obligation of giving some of one's precious time to worthwhile causes! The staff of Kent Prairie Elementary says "Thank you. We cannot do it without your help!"*



## Tips for Volunteering At

### Kent Prairie Elementary

A list of suggestions to help make volunteering at Kent Prairie a successful experience for all!

## You can make a difference!



*We need...*

*parents, grandparents, aunts, uncles,  
residents, business people, others!*

### How to Begin

1. Obtain a Washington State Patrol background check through the school office. (This clearance is good for two years.)
2. Sign in at the office when you arrive to volunteer. Signing in ensures that school personnel can locate you in case of an emergency. It also provides a way to account for people should a building evacuation occur.
3. Put on a visitor tag. Make sure it is visible throughout the day.
4. Go on to the place you are volunteering. Check in with the teacher. Often it is helpful to plan a time to chat during a non-instruction time so that the teacher can have ample time to explain what is needed.
5. Ask questions if you are unsure of something. We want to make sure you are an informed volunteer. Talk to staff members about how things are going.

## Getting Off to a Good Start

### When working with an individual student:

- ◆ Take time to get to know him/her.
- ◆ Tell the students a little bit about yourself and your interests.
- ◆ Be a good listener. Let the student know that you care about their thoughts and ideas.
- ◆ Do not be a judge of parenting styles or behavior. That is not your role.
- ◆ Accept the student for who s/he is. Don't try to make them into something they are not. You are here to help, not change them.
- ◆ Be encouraging. Recognize effort as well as products.
- ◆ If you don't know an answer to something, admit it and work it out together...nobody knows everything!
- ◆ Let the child know that you enjoy your time with him/her...and **enjoy yourself!**

### When working with groups of students:

- ◆ Find out what the teacher wants you to work on...get specifics
- ◆ Encourage all the students, not just the ones with the correct answer.
- ◆ Give each student time to answer...don't allow other students to jump in and answer for him/her.
- ◆ Let the children know that you enjoy your time with them...and **enjoy yourself!**

## What to do if...

**A child is injured...**No matter how minor the injury, immediately notify the teacher or a staff member. Follow protocol for dealing with bloodborne pathogens. You may be asked to help the nurse complete an accident report.

**A child becomes ill...**If a student complains of not feeling well, notify the teacher or staff member. Do not give any form of medication or send the child to the nurse without staff direction.

### **Someone asks you how a child is doing...**

As it becomes known you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress or behavior, you should say "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

**You suspect abuse or neglect...**As soon as possible, notify the teacher of your concerns. The staff is trained to take appropriate steps.

**You are alone with a child...**Protect yourself by always having a door propped open, or take other measures that prevent suspicion.

**You notice students disobeying school or classroom rules...**notify a staff member. Do not take corrective measures. Correction discipline is the responsibility of the administration and staff.