



McKnight PTSA Volunteer Guidelines

(Revised 05/26/09)

The McKnight Middle School Parents Teachers Students Association (PTSA) feels volunteers are an important part of the school community. We have parents and community members who help in a variety of ways. Some volunteers share their talents by tutoring reading or math, assisting the librarian, helping with projects, performing clerical tasks, assisting with lunchtime supervision, chaperoning field trips, ASB dances, evening school affairs, and PTSA sponsored events.

In addition to helping the school, volunteering may be of great benefit to you. We find that parents and community members who spend time helping at the school tend to have a better understanding of the educational process. Volunteering gives you a chance to see your own child, work with other students, meet staff members, and get to know other parents.

Whichever way you choose to help, we welcome you and appreciate your dedication to the students at McKnight Middle School. Here are a few guidelines that will clarify how you fit into the school where you have chosen to volunteer. The guidelines should also help make your volunteer experience more enjoyable and successful.

Visit McKnight Middle School's Website at mcknight.rentonschools.us and click on PTSA – Volunteer for a list of volunteer opportunities.

Washington State Patrol Check

All volunteers are required to pass a Washington State Patrol background check before volunteering in any capacity. This provides the Renton School District with a background statement on all volunteers. The background statement is for student safety as well as yours.

Confidentiality

In working with a school staff member or with individual students, it is extremely important to respect privacy and confidentiality. For you, as a volunteer, this means that if you hear or read personal, academic or social information about a student, you do not share that information with anyone other than the appropriate staff.

Procedures and Rules

Whenever you come to school, enter the building through the Administration Office's main entrance and sign in on the volunteer sign-in sheet. You will be given a volunteer or visitor's badge to wear. Students and staff are very aware of strangers around the building and may ask you why you are here if you are not wearing a badge. So be sure that your badge is visible at all times. Don't forget to sign out and return your badge when you leave.

The staff workroom/lunchroom is a place for staff and teachers only. Do not enter or use faculty room without proper authorization from the Administration Office.

For more information on Policies and Procedures visit the following Internet websites:

Renton School District – www.rentonschools.us

Renton PTSA Council – www.rentonptsa.org

Communication

Find out from the PTSA event or faculty coordinators for whom you are volunteering the date and times when you are to volunteer and exactly what your role and responsibilities will be during that time.

Follow the instructions given and be sure to ask questions no matter how silly the question may seem to you. Be sure to let your PTSA event and faculty coordinators know if there is a task you are not comfortable performing.

Sometimes it is very difficult to catch a teacher when they are not busy. Leave a message in the teacher's mailbox and ask them to contact you when it is convenient for them. Do not interrupt during class instructional time.

Always ask for the best method (phone, email, mobile) and time when to contact your PTSA event or faculty coordinator.

Dependability

Arrive and depart as scheduled and be sure to notify your PTSA event coordinator or faculty member if you are unable to volunteer as arranged.

Emergencies

Report all emergency situations to the PTSA event or faculty coordinator. If during school hours, contact the Administration Office or School Nurse, which ever is applicable immediately.

For after school hours events, contact the event coordinator and security personnel, if it's a life threatening situation, call 911 immediately.

Physical Setting and Physical Contact

- You should not be in a situation where you are behind closed doors with a student.
- Students should not be on your lap and you should not have any physical contact with students such as frontal hugging, etc.
- A hand on the shoulder may be appropriate when giving praise.
- Do not pat children on top of the head.

Professionalism/Respect

- Follow the professional example set by the school staff relating to action and appearance.
- Have students address you by your proper name. Be business-like but friendly and relaxed.
- Treat all students, staff and parents with kindness and respect. If you have any problems with an adult, talk privately and respectfully with that person. If you are unsure what their response will be or do not know the person well, talk with a teacher or principal.
- When talking to adults or students/children, refer to adults by Mr., Mrs., or Miss.

Student Discipline

It is best if you refer all problems with student behavior to the PTSA event or faculty coordinator. If during a class event, contact the student's teacher or the Administration Office. Do not confront students yourself, particularly if you do not know them or if the student or you are new to the school.

Use of Materials

Use only the materials which the PTSA event, faculty coordinator, or teacher has assigned you. Please get clearance from School Administration before taking or using photographs of your volunteered event for use other than PTSA or School purposes.

Cafeteria Support Guidelines, Duties & Responsibilities

All volunteers will be under the supervision of the school staff in the cafeteria.

- Provide positive suggestions and guidance regarding appropriate behavior and conduct within the cafeteria.
- Support students, faculty, staff and administrators.
- Reinforce and enhance a safe and nurturing climate in the school.
- Greet students as they enter the cafeteria.
- Encourage students to return to class when lunch time is over.

Field Trip Chaperone Guidelines, Duties & Responsibilities

All volunteers will be under the supervision of the school staff while performing this service.

- Students must be supervised at all times while at District sponsored events.
- Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
- In consideration of others, we ask that chaperones put their cell phones on vibrate as not to disturb others.
- For the protection of both the student and chaperone, chaperones shall not place themselves in situations in which they are alone with a student.
- While participating in a District sponsored event, chaperones are expected to follow the directions given by the District supervising staff member, comply with district policies, and

work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

- Chaperones are not permitted to administer prescription or nonprescription medications to students.
- Chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol during District sponsored events.
- Chaperones are not permitted to use tobacco on any school district property, in the presence of or within sight of students.
- Chaperones are not permitted to possess any weapon during a District sponsored event or on District property.
- Chaperones must be at least 21 years of age.
- The District building administrator has the discretion to not approve the services of a volunteer or chaperone.

Hall Monitor Guidelines, Duties & Responsibilities

All volunteers will be under the supervision of the school staff while performing this service.

- Monitor halls and all entrances and exits to the building.
- Assist new students in locating their assigned class rooms.
- Provide positive suggestions and guidance regarding appropriate behavior and conduct within the building.
- Support students, faculty, staff and administrators.
- Greet students as they enter the building.
- Encourage punctuality.
- Monitor students during lunch break.

Tutor Volunteer Guidelines, Duties & Responsibilities

The satisfaction of having a positive impact on a student by providing skills, encouragement and motivation for academic and social skills improvement is just one of the many benefits of volunteering as a tutor for McKnight students.

All volunteers will be under the supervision of the school staff while performing this service.

- Objective: To help motivate and guide students, challenging them to upgrade their academic performance, and help them succeed in their school work and ultimately function more effectively in their lives both inside and outside of school.
- Volunteers must be dependable, patient, have a sense of humor, basic knowledge of reading, writing and math skills and shall have the ability and desire to motivate young people to improve their academic skills.
- A tutor provides support to a student by:
 - Committing to a regular tutoring session schedule
 - Notifying the supervising teacher of any absence
 - Helping individual students with homework or other learning activities
 - Helping motivate students to improve study skills, self-esteem and goal attainment by trying to make learning exciting, relevant and fun

McKnight PTSA Volunteer Agreement

I _____ have read, understand and received a copy of the **McKnight PTSA Volunteer Guidelines**.

I have completed a Washington State Patrol Background Check form and turned it into the McKnight Middle School Administration Office.

Signature

Printed Name

Date

Please return *original signed copies* of forms to:

McKnight Middle School
Attention: PTSA Volunteer Coordinator
1200 Edmonds Avenue NE
Renton, WA 98056