



Expectations for Volunteers at McGraw

General expectations: If you need to use your cell phone, please step out of the building. Also, please leave younger siblings at home. Thank you!

1. Procedure:

- a. Be sure to sign up online to register as a PSD volunteer, if you have not already:
<https://apps.raptortech.com/Apply/NjA0Mzplbi1VUw==>
- b. Every time you arrive at McGraw to volunteer, check in through the Raptor volunteer website using the computer by the front office, and pick up your visitor badge.
- c. Try to be here 5 minutes early.
- d. Conform to all McGraw school policies. (Reference the McGraw Handbook at:
https://mcg.psdschools.org/sites/mcg/files/2020-05/McGraw%20Parent%20Handbook_1.pdf)
- e. If you will not be able to volunteer on your scheduled day please notify the teacher as soon as you can.
- f. If you have a strong preference for the type of volunteer work you like/dislike, please communicate that with the teacher.
- g. Understand that it is important to be flexible with what the teacher needs.
- h. If you are unsure on how to use the copy machine, please ask for assistance.
- i. When your scheduled volunteer time is completed please check out in the office.

2. Student Management and expectations:

- a. Please follow teacher's plans completely and ask for clarification if you do not understand the plans.
- b. Check to be sure the students at your center or group make it there. 😊
- c. All students are expected to participate. If a student is finding reasons not to do the activity, a good response is, "You are in _ (Grade level) __ and this is your job right now."
- d. Be sure everyone puts their name on their paper.
- e. Please always use directives and positives with students.
- f. If a student's behavior is out of control or they are being extremely disrespectful, get the immediately. You are generously volunteering. 😊
- g. If you need to inquire about your child's academic progress, set up a separate meeting time with his/her teacher.

3. Inquiry:

- a. Inquiry is letting students *find* the answers. This is guided by an "expert," and it is always important not to directly feed answers. Students need repeated practice with questioning, wondering, and critical thinking. Always consider yourself as a guide. 😊
- b. Encourage students to try. Remind them about commitment and doing their best.

4. Confidentiality:

- a. Please recognize that you are working with other parents precious little ones. Refrain from sharing behavioral, emotional, and academic needs of other people's children.
- b. Each student comes to school with their unique needs. Each student will be at different academic skill levels. Your classroom teacher will guide you when working with specific students.

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