



## Expectations for Volunteers at McGraw



Thank you for generously offering your time and support to our school community. To ensure a positive and productive experience for everyone, please review the following expectations and guidelines.

### **General Expectations:**

**Cell Phone Use:** If you need to use your cell phone, please step out of the building.

**Siblings:** Younger siblings need to remain at home.

**Professionalism:** Please dress appropriately for a school setting, keeping in mind that you are a role model for students.

**Commitment:** Consistency is key. Please honor your volunteer schedule to the best of your ability.

**Respectful Interactions:** Treat all students, staff, and other volunteers with kindness and respect. We are all here to create a positive learning environment.

**Confidentiality:** Keep all information about students and school matters private, even in casual conversations outside of school.

**Positive Attitude:** Approach each day with enthusiasm and a willingness to contribute to the school community.

### **1. Procedure**

**Registration:** If you want to volunteer, you must register as a PSD volunteer:

**PSD Volunteer Registration** (<https://www.psdschools.org/community/volunteers>).

Generally, it takes 5-10 days for volunteer registrations to be processed and approved.

**Check-In:** Always check in via Raptor at the front office when you arrive and obtain a Volunteer Badge. Try to arrive 5 minutes before your scheduled volunteer time begins.

**Communication:** If you cannot volunteer on your scheduled day, please notify the teacher as soon as possible. Communicate any strong preferences regarding volunteer tasks with the teacher but be prepared to be flexible with what is needed.

**Check-Out:** When your volunteer time is complete, please check out at the office.

## **2. Student Management and Expectations**

- Follow the teacher's plans precisely. If you need clarification, don't hesitate to ask.
- Ensure that students at your assigned center or group arrive safely.
- Encourage all students to participate. If a student is reluctant, remind them, "You are in \_\_\_ (Grade) and this is your job right now."
- Use positive and directive language with students.
- If a student is being extremely disrespectful, alert the teacher immediately. It is the teacher's responsibility to manage behavior.
- If you need to discuss your child's academic progress, please set up a separate meeting with the teacher.
- Make sure your presence does not interfere with your child's learning.

## **3. Inquiry**

- Encourage students to find answers on their own. As a guide, resist directly feeding them answers.
- Promote commitment and doing their best. Encourage students to try and engage in questioning, wondering, and critical thinking.

## **4. Confidentiality**

- Remember that you are working with other parents' children. Refrain from sharing behavioral, emotional, or academic information about other students.
- Each student has unique needs and may be at different academic skill levels. Follow the teacher's guidance when working with specific students.

Thank you for your dedication and cooperation!