



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 register online as a PSD volunteer, if you have not already: <https://www.psdschools.org/community/volunteers>
- b. Check in using the computer outside the front office and make sure to put on your volunteer badge or get a visitor sticker every time you arrive to volunteer.
- c. Try to be here 5 minutes early.
- d. Conform to all school policies. (See McGraw Handbook)
- 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 by 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 an activity, a good response is, "You are in (Grade level) and this is your job right now."
- d. Be sure every student puts her/his name on their paper.
- e. Please always use direct instructions and positive reinforcement with students.
- f. If a student's behavior is out of control or they are being extremely disrespectful, get help from a staff member immediately. You are generously volunteering your time and are not expected to address serious behavior issues. ☺
- 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 students 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 information about the behavioral, emotional, and academic needs of other people's children.
- b. Each student comes to school with unique needs. Each student will be at different academic skill levels. Your classroom teacher will guide you when working with specific students.