

Our parent volunteers...

...are a valuable part of our learning community. When you become a volunteer, your work takes on a special significance. Though you are not part of the staff, you share their responsibilities while working with students.

When you volunteer at Green Trails, you help...

- your child
- other children
- teachers
- administrators
- the community



Volunteers must reapply to volunteer each year. There are three requirements:

- **Attend a GT training session** (many are offered)
- **Complete the online application**
- **Complete the background check form portion of the application only if** you have not done so in Parkway at least once before.

NEW- We will soon have a Visitor Management System, which will check driver's licenses prior to each visit. For frequent visitors or volunteers who are approved (see above), a permanent name badge will be provided to be kept in the office.

Please leave it in the office when not in use. This badge signifies that you are an approved volunteer or visitor.

Green Trails Elementary
170 Portico Drive
Chesterfield, MO 63107
314-415-6250



Green Trails Elementary

Parent Volunteer Information Guide



Green Trails Parent Volunteers

As a parent volunteer, please remember the following:

- Always go to the office first to sign-in and wear a visitor badge.
- Don't forget to sign out and leave your badge.
- Be responsible and safe, always putting children first.
- Please turn off cell phones while in the building.
- If you must take a call, do so in the front hallway or outside.
- Respect confidentiality. Students and staff have a right to privacy.
- Be professional at all times.
- Do not go anywhere with a child where you cannot be seen or heard; this is for your protection as well as the child's.
- Communicate with the teacher.
- Ask for help... we don't expect you to have all the answers!
- Please do not bring food or treats to school as many of our children have serious and sometimes life-threatening food allergies.

Confidentiality

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. To help, here are some sample issues that can arise:

"Wasn't it cute when John . . ."

No matter how innocent, cute, funny or charming a classroom event may seem, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

When other parents ask you questions . . .

Many parents are tempted to ask you about how their children behave at school. This is especially likely if with friends outside school. It is not okay to put volunteers in this awkward position. Please do not comment on the behaviors of any child. If parents do have concerns, encourage them to talk to the teacher.

When you see or overhear something . . .

As a volunteer, you might see or hear things from staff or students which they would not want repeated outside the school. What happens in the classroom (or the hall, or the gym) stays at school. If you have concerns about something you see or hear, please talk to the teacher or principal if appropriate.

When students tell you about their family, pet, vacation, etc. . .

As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school. Again, if it is concerning, it is always best to let a teacher or administrator know right away.

When you have a concern . . .

If a student tells you something that causes you concern, tell the classroom teacher or an administrator. The teacher is in the best position to deal with the issue appropriately.

Please Be Aware of SAFETY!

Before starting your volunteer task, we ask all volunteers to be aware of the following points:

- Safety - Act as a good role model for the children.
- Always sign in and out at the school office first. It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.
- Always follow the correct safety procedures during drills.
 - When in a classroom, follow teacher's directions and stay with the class.
 - Please remain quiet during drills.
 - During a fire drill, quietly exit the building and let a staff member know who you are and if you have any children with you.
 - If outside, and there is an earthquake, please direct children to an open area in the field.
 - During security drills, please follow directions over the intercom. As the adult, you are asked to *think on your feet and do whatever is best in the moment.*