



Rising to the Challenge

PTA Room Rep Volunteer Guidelines

Our East Side family is talented, skilled, knowledgeable, creative, energetic and connected. Our parents belong to a variety of organizations, perform a diversity of jobs and have a wide range of interests and hobbies. Some are right-brained creative geniuses; others are left-brained organizational wizards. **But most of all our East Side parents have heart!**

As a Room Representative, your responsibility is to organize and facilitate opportunities for all parents to participate in their children's classroom, as-well-as PTA events that require participation of all classrooms.

Because working parents usually have the least flexibility when they are able to volunteer, every effort should be made to give interested parents the opportunity to participate when possible. Please try to give all interested parents at least one opportunity to chaperone a field trip. A Room Representative will need to be sensitive to the requests of each parent. Parents who may not be available during the school day may be a great resource for sending in needed items or for volunteering during weekend/evening activities. Please do not let a "language barrier" keep you from calling the parents of your class. Many of the limited-English speaking parents are very willing to help in any way possible. Every child loves to see Mom and Dad helping out at school.

Volunteer Guidelines. It is great to have parents involved at East Side Elementary, but certain rules must be followed to ensure the safety of the children and to prevent disruption of valuable class time.

- ◆ **All volunteers must sign-in when entering the school.** Enter at the front entrance of the school, sign-in at the table at the front office and take a visitor sticker. Please remember to sign-out when you leave.
- ◆ **Do not interrupt a teacher during class hours without prior office approval.** If you cannot reach your teacher prior to 7:50 am or after 2:20 pm, please leave a note in the teacher's mailbox.
- ◆ **Please leave younger children at home with a baby sitter during class volunteer time.** Younger children in the classroom may distract your attention from the class activity at hand.
- ◆ **No strollers are allowed in the school at any time.** This is a fire code regulation.
- ◆ **When working in the classroom remember to . . .** issue directives (only do's and don'ts) discipline is the responsibility of the teacher . . . leave promptly once your classroom duties are complete so that the teacher may continue with the lesson plan.
- ◆ **Be a volunteer with character.** Demonstrate loyalty, trustworthiness and fairness in all school-related matters.
 - ✓ Loyal volunteers abide by the rules of the school and work cooperatively with the staff. School employees are responsible for adhering to school policies. Any criticism of the school, staff or procedures should be brought up with the PTA Co-Presidents, not friends or persons outside the school. The same goes true when working with other PTA volunteers.
 - ✓ Trustworthy volunteers keep all classroom work and information confidential. Your knowledge gained through classroom participation is privileged and must only be shared with responsible faculty members.
 - ✓ Fair volunteers advocate equally for all children. Treat all children with the same respect and care. Each teacher deserves our respect and support regardless of teaching style and methods. Other PTA volunteers should be treated with respect as well.

Thank you for volunteering as a Room Representative. It is an important role in our school and our children benefit greatly from your time and efforts!