

Welcome to Zolfo Springs Elementary School,

We are so glad that you are here. The volunteer program at Zolfo Springs Elementary School has been planned and organized to benefit our students. We hope that our volunteers will help in the following ways:

1. Support teacher/student activities.
2. Provide academic assistance as per the classroom teacher's discretion.
3. Work collaboratively with Zolfo Springs Elementary School Community.
4. Provide feedback on volunteer program.
5. Provide a safe and secure environment following and respecting school wide procedures.

#### **PROCEDURES FOR VOLUNTEERS:**

1. Be sure to sign in and out in the main office. At the conclusion of the volunteer time or task, the volunteer records their time in the volunteer folder.
2. Be sure to wear a visitor identification tag. You may **not** walk throughout the building without proper approval by the main office or classroom teacher.
3. Be reliable. If you cannot reach the staff member that you are volunteering with, please call the front office at 735-1221.
4. Be prompt.
5. Remember that you are a role model to students.
6. All messages to your child should go through the office so that the classroom routine is not interrupted.
7. Be confidential. DO NOT gossip.
8. Be sure to communicate with your teacher. Volunteers may not take students from a designated area without checking with the teacher in charge.

9. You are considered a professional volunteer. Please act accordingly. Appropriate dress is required.

10. Discipline is the classroom teacher's responsibility. Report discipline concerns to the staff member in charge.

11. Remember... if you don't know... please ask! We would appreciate hearing your comments, both positive and negative.

12. Volunteer use varies from teacher to teacher depending on the needs of the students in their individual classrooms.

13. Siblings are not permitted to accompany volunteers in the classroom and/or school.

Again, thank you so much for your help. If you have any questions/concerns, please feel free to stop by the front office.