



## **Manzanita Parent Volunteer Guidelines**

Thank you so much for your interest in volunteering at our school! We appreciate all of our volunteers and what they bring to our school environment. Please take the time to read over these guidelines and let us know if you have any questions.

All volunteers must sign in at the Front Office and get a visitor badge. Be prepared to show your ID and leave something of value (your ID or car keys) in exchange for the visitor badge. Volunteers cannot enter or exit through other doors or gates.

Common volunteer questions:

### ***Where should I park?***

All volunteers need to park in the visitor parking area at the front of the school. Please do not park in the staff parking area or at the back of the school (bus bay).

### ***Which restrooms are volunteers allowed to use?***

There are two restrooms in the front office building as well as two restrooms across from the MPR for staff, visitors and volunteers. Volunteers may not use the student restrooms.

### ***Am I allowed to take pictures of the students I am working with?***

Because some families do not want their children to be photographed, volunteers are not permitted to take pictures of any of our students, even if you know their parents. We have volunteers who take pictures for the yearbook.

### ***Can I let parents know how their child did on an activity I helped with?***

Please refrain from talking about the students you work with when volunteering. You can share that information with the classroom teacher and she/he can pass it on to the student's parents as needed. As a volunteer, you might become aware of confidential information. This may include information about a student's capabilities, behavior and other personal information. This information should never be discussed with other volunteers or parents. If a student shares sensitive information with you, please let the teacher know and don't share it with other parents.

### ***Can I drop by the classroom of my other student while I am volunteering?***

It's important to only go to the classroom or designated area where you are expected to be volunteering. You will need to make an appointment with your student's teacher before going to other classrooms.