



Valley Catholic Elementary School Volunteer Etiquette

Volunteers play a crucial role at VCES! Volunteers show our students that their educational experience is important and teaches them about investing in our community. A strong volunteer base is not only beneficial for the school, but for our children, teachers, and parents.

Requirements to volunteer at VCES:

1. Must submit to a criminal background check. VCES covers the fee of the application.
2. Must attend a C.A.S.E. child protection training session.
3. Must check in at the school office before entering the classroom or attending events. Obtain visitor sticker upon check in.

General Volunteer Etiquette:

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and the C.A.S.E. safety training. Volunteers work in a collaborative role with others in service to the children and staff of our school.

Volunteers are expected to:

- Maintain a warm, caring, child-centered attitude.
- Respect the roles of school employees.
- Maintain confidentiality in all matters pertaining to staff and students.

Classroom Etiquette:

Remember that the teacher is in charge of his/her classroom. When volunteers arrive in the classroom, they should let the teacher take the lead by introducing you to the children. It is tempting to greet your child specifically, but it can cause distractions amongst the class.

Volunteers are to perform only those duties and/or functions assigned to them by the teacher / staff member. Volunteers should not perform or impose disciplinary measures unless the volunteer is VCES staff whose scope of employment allows such.

Classroom Parties:

Classroom parties create some of the best memories of the school year. Each class is allowed two parties per school year and most grades do a combined party with each class. Classroom parties are popular for volunteering. They are a fun event to be a part of! However, they are not events that you can expect to stand around and socialize. They are a lot of work and require a collaborative effort by all volunteers to make them a success.



By signing up to volunteer at a class party, you are expected to:

- Be present and engaged.
- Stay off cell phone. **Pictures are only permitted with teacher permission.**
- Step in to help children as needed.
- Participate in set up and clean up.
- Supervise party and children.
- Ask the Room Parents how you can help.

Recess Duty:

Parent volunteers for Recess Duty are extremely helpful and important in helping our teachers and staff maintain a safe environment for our children. Please watch for pushing, hitting, kicking, spitting, teasing, harassing, bullying or exclusion. These are considered serious offenses and should be reported to a school staff member. If a child seems to be injured, get the attention of a school staff member immediately. Please stay off cell phones as you supervise the students.

Field Day, Jog a Thon, etc:

Large events such as Field Day, Jog a Thon, etc. require an immense amount of preparation and work to make the event successful. Volunteers play vital roles at these events.

By signing up to volunteer at these events, you are expected to:

- Be present and engaged.
- Stay off cell phone. **Pictures are only permitted with teacher permission.**
- Follow the directions of the Event / Volunteer Coordinator or Teacher / Staff present.
- Stay for the duration of the event. It is unfair to other volunteers if parents leave in the middle of the event. Not only are you leaving the other volunteers with more work, but you have taken a spot of another parent who may have really wanted to volunteer but the sign up was full.

Thank you for your interest in volunteering at VCES. Don't forget to log your volunteer hours at www.helpcounterweb.com.