

**ORCHARD PARK CENTRAL SCHOOL DISTRICT
ANNUAL ACKNOWLEDGEMENT
PARENT VOLUNTEER DUTIES, OBLIGATIONS AND RESPONSIBILITIES**

After participating in an initial orientation/in-service, a parent volunteer only needs to attend a subsequent training upon changing schools or levels. The parent volunteer, however, is still required to annually read and acknowledge with his or her signature, the duties, obligations and expectations of a responsible parent volunteer.

The following guidelines/procedures shall serve as a review of your important role in our schools:

1. Sign in at the welcome desk or other designated area. Obtain a visitor's badge and wear it while performing your volunteer duty. Report to your assignment and check-in with the staff member in charge. Sign out and return your identification badge.
2. If you witness a medical incident, immediately report it to the teacher.
3. Exit the building during fire alarms and quietly wait outside for further directions, or for the signal to re-enter the building.
4. Demonstrate respectful behavior. Address teachers by their title (i.e., Mr., Mrs.). Discuss concerns with the teacher confidentially and away from students.
5. Establish a line of communication, know the expectation of your assignment, and ask for clarification if necessary.
6. If you cannot honor your commitment, contact the volunteer coordinator as soon as possible.
7. Do not discipline students. If the teacher does not witness a behavioral incident, immediately report it to the teacher.
8. Maintain the highest level of confidentiality. Do not discuss your observations of students with others, including behavior or academic performance. Do not discuss your child's performance.
9. Siblings are not permitted to accompany you on assignments.

Thank you for volunteering again to assist our staff and students. Your time, effort and expertise are greatly appreciated.

By signing, I acknowledge that I have read, understand, and will comply with the duties, obligations and expectations of a responsible volunteer.

Print Parent/Guardian Name

Parent/Guardian Signature

Date

Print Student's Name

Student's Grade

Student's Teacher

*Please return to the Main Office