

**Dear Parents/Guardians:**

**Thank you for volunteering in your child's classrooms. You are a valuable member of our educational team and you are creating wonderful memories with your child. We ask that all volunteers follow these guidelines:**

- 1. Always check in and out at the office for your scheduled time and wear your volunteer badge at school.**
- 2. Come in only on your scheduled times. Please do not "drop-in" to classes as this interrupts instructional time.**
- 3. Remember that anything you observe in class or playground, particularly about individual students, is **confidential** and should not be shared with other parents. If you are concerned about something, please talk with the teacher or principal. We value your feedback and perceptions. This protects all our students' privacy.**
- 4. Do **NOT** take any picture or video at any time in class or on playground without permission from teacher. Many students have confidentiality requirements.**

**Thank you for your understanding in following these guidelines to help maintain a safe, secure school environment and uninterrupted instructional time.**