



## Mountain View Elementary

### Parent and Community Volunteer Guide

**We need people like you and we appreciate all that you do!**

We ask that **all** volunteers give us **at least 24 hours** advance notice of their intent to volunteer so that we may properly plan and coordinate all aspects of their visit. Please contact **Evelyn Hanna, Parent Liaison @ 375-8412**.

**Thursday is the only day of the week for which the school does not require advance notice.** Parents and community volunteers are permitted to spontaneously stop by and volunteer if they like.

All volunteers **must first sign in at the front office before** proceeding with their volunteer activities.

Once volunteers have finished with their activities, they **must sign out at the front office before** leaving the school grounds.

Volunteers must keep in mind that all school rules also apply to them for the duration of their visit.

**\*\*This includes:** wearing school appropriate attire, being respectful of school environment, teachers and staff, using appropriate language, and being mindful of school hours.

**\*\*\*Parents,** we also ask that while you volunteer inside the classroom, you place your cell phone in silent mode. If you must take the call we ask that you please step out of the classroom before doing so.

Please be advised that only **the parents of the students** are permitted to volunteer **inside the classrooms**. All other volunteers are welcome to assist with projects in every other area except the classrooms.

At this time, other than the parents, **relatives and siblings** of the students are **NOT** permitted to volunteer inside the classrooms with the parents.

Parent volunteers may be asked to help out in classrooms other than their child's home room.

Parent volunteers who wish to have their child leave with them for one reason or another **must sign them out at the front office before leaving the school grounds**.

**Educate Everyone Every Day**